



## Administrative Coordinator

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We're passionate about play. We believe that bringing play to communities makes the planet more livable and socially just. With thousands of installations across the world, we're excited to be a part of the movement toward a healthier, happier, global community by offering innovative aquatic play solutions designed for developing minds, thrill seekers, budding explorers, and the young at heart.

Our work culture is important to us and we believe that with a team of people who CARE we can achieve amazing things. From tacking a weld to putting the final touches on a piece of ad copy, we believe that every task we undertake is important and deserves our utmost COMMITMENT, an ATTITUDE that anything is possible, mutual RESPECT, and a level of EQUALITY that invites collaboration.

We're always looking for exceptional people to join the Waterplay Group of Companies. If you like working in a fast-paced, dynamic environment, have a passion for play, and truly CARE, then we'd love to hear from you.

### Job Description:

The position will report to the Director of Finance and Administration.

#### Duties will include but not be limited to:

- Answer and transfer telephone calls
- Distribution and management of inbound, interoffice and outbound mail
- Coordinate the drop off and delivery of courier packages
- Prepare shipping labels and courier pick up
- Manage general office supplies (parking, cleaning, office supplies, recycling, etc.)
- Manage office equipment and related supplies (ex. photocopiers)
- Manage coffee stations and kitchen supplies
- Maintain general tidiness of common areas and meeting rooms
- Assist with coordinating office initiatives, meetings and events
- Filing and document storage
- Administrative support to all departments as required
- Other data entry and clerical services as required

#### Skills and Qualifications

- Strong interpersonal and communication skills
- Ability to work independently and in team environments
- Ability to work in a multi-task environment



- Working knowledge of MS Office (Outlook, Excel, Word, and CRM)
- Ability to develop and maintain strong relationships with internal and external business partners
- Willingness to take on new tasks and challenges as required
- Clerical accuracy, data entry, and attention to detail

#### **General**

- This is a full time salary paid position with benefits

#### **Skills:**

- Strong computer skills

Please send your resume with a cover letter to [careers@waterplay.com](mailto:careers@waterplay.com) with “**Administrative Coordinator**” in the subject line or via mail to:

Attention: Careers  
Waterplay Solutions Corp.  
805 Crowley Avenue  
Kelowna, BC Canada  
V1Y 7G6

Thank you to all applicants, but only those selected for an interview will be contacted