

November 20, 2018

## Permanent, Full-time Receptionist

**Horse Council British Columbia** is the provincial equine sport organization in BC, a membership-driven not-for-profit association with a membership exceeding 23,000. We collaborates with business, industry and government on behalf of equine welfare, sports, recreation and the individual rider/driver.

**Core Values:** To work together to serve the interests of our members in a positive collaborative way. While being responsible, respectful, positive, creative, accountable and competent.

### The Position:

Our receptionist is the frontline member service position; answering questions, taking memberships, and directing calls in the Aldergrove office. This position is key in making a good first impression. A cheerful friendly manner and good communication skills are important. A good basic knowledge of the horse industry is a definite asset and good computer skills are a must. Our receptionists assist other team members with administrative support duties making the ability to multi task important.

### Key Job Responsibilities:

- Answering busy phone board
- Greeting members and assisting with general inquires and members' services
- Perform general administrative work
- Maintenance of general website content
- Recording of committee meeting minutes
- Occasional evening or weekends will be required for trade fares and events
- Other office work as assigned

### The Ideal Candidate will possess the following skills and attributes:

- Strong computer skills in Microsoft Office
- Quick and accurate data entry
- Excellent communication skills
- Team player with positive attitude
- Responsible and detail oriented
- Able to multitask and get work completed in a busy environment

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- Organized, and able to problem solve effectively
- Horse experience an asset

**The start date will be in December 2018** and determined in cooperation with our successful candidate.

*Successful candidates must have a Vulnerable Sectors Criminal Record Check performed by the RCMP.  
Job offers are contingent on the successful completion of the Criminal Records Check.*

Qualified applicants should include a cover letter and resume by email to [industry@hcbc.ca](mailto:industry@hcbc.ca) with a subject line of: "HR Department" and your name.

*We wish to thank all applicants for their interest and advise that only those selected for an interview will be contacted.*

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