



August 24, 2020

## Permanent, Full-time Receptionist

**Horse Council BC** is a member service organization that collaborates with business, industry, and government on behalf of the equine and equestrian community to enhance the equine lifestyle in this Province. Working towards our vision of “A British Columbia where quality opportunities to participate in equestrian sport and recreation are available to ALL”.

### Our Values:

- **Fairness:** We are committed to the value of fairness in all our undertakings. We promote “playing by the rules”, open-mindedness, listening to others, and treating people with respect. We believe fun and enjoyment in a safe environment should be at the heart of recreation and sport.
- **Science-based Education:** We believe in science-based education as the means to improve practices related to safety, equine welfare, and performance.
- **Respect:** We expect from ourselves and others that all members, staff, and volunteers will be treated with respect.
- **Responsibility and Accountability:** We value the rights of equines and equestrians and the responsibilities that come with those rights. We provide responsible, accountable service and are committed to being a knowledgeable voice for our community.
- **Inclusivity and Diversity:** We welcome everybody and value a participant base that is reflective of our diverse community in BC. We recognize the need to be proactive in achieving this.

Horse Council BC is committed to providing an environment free from discrimination based on a person's race, colour, ancestry, place of origin, political belief, religion, marital status, family status, sexual orientation, physical or mental disability, age, or gender.

Horse Council BC has a generous employee benefits program and RRSP matching program, following the waiting period. The HCBC office is a casual but professional work environment where every team member plays an important roll in supporting the mission of the organization. Professional development opportunities are available.

### The Position:

Our receptionist is the fulltime frontline member service position; answering questions, taking memberships, and directing calls in the Aldergrove office. This position is key to making a good first impression. A cheerful friendly manner and good communication skills are important. Good basic knowledge of the horse industry is a definite asset and good computer skills are a must. Our

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receptionists assist other team members with program and 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
- Using registration software to update member accounts
- Perform general administrative work
- Maintenance of general website content
- Managing the bookstore sales and inventory
- 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
- Excellent communication skills
- Quick and accurate data entry
- Team player with a positive attitude
- Responsible and detail-oriented
- Able to multitask and get work completed in a busy environment
- Organized, and able to problem-solve effectively
- Post-secondary education an asset
- Knowledge of the BC horse industry an asset

**Working closely with** the Membership Coordinator

Wage: \$15.00/hour

Hours per week: 40

Location: Aldergrove Office

Usual work hours are: Monday to Friday 8:30 – 4:30 with occasional evenings or weekends required

The position will remain posted until a suitable candidate is found. **The start date will be in September 2020** 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 [administration@hcbc.ca](mailto:administration@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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