



**Coquitlam Sharks** are hiring an **Administrative Assistant**  
for the 2019 Summer Season  
May 1- mid August.

30 hours/week ~ Flexible schedule according to club needs including weekends and early mornings

**Qualified applicants** will be able to demonstrate the following:

- Must be attending post-secondary education in the fall
- Must demonstrate Excellent Organizational, Leadership, Supervisory and Communication Skills
- Will require the use of a vehicle and Driver's Licence
- Available for flexible hours including evenings and weekends
- Must have the ability to use programs for communications such as Outlook, Word, Powerpoint, Excel, Google Docs and Mailchimp
- Ability to utilize programs for registration and meet entries
- Demonstrate a passion for the sport and enthusiasm for the athletes
- A Criminal Record Check must be submitted prior to start date

Interested applicants can submit a cover letter and resume to  
[info@coquitlamsharks.org](mailto:info@coquitlamsharks.org)

[www.coquitlamsharks.org](http://www.coquitlamsharks.org)