

Job Posting

Position Title: Administration Assistant
Department: Administration
Status: Part-time, hourly
Reports to: Supervisor, Administration
Hourly Rate: \$19.25
Location: Langley Events Centre

Organization Overview:

Ten Feet Sports and Entertainment Ltd. (TFSE) manages and operates Langley Events Centre (LEC), a prominent home of participation and spectator opportunities in sports, entertainment, and events in B.C. We are dedicated to recruiting, hiring, and developing individuals with the skills, experience, and passion to contribute to the continued success and growth of our organization in one of the most unique and exciting employment environments available.

LEC Overview:

Located within the Township of Langley's developing Arts, Sports, and Entertainment District, LEC features an arena bowl (5,276 seats for hockey), banquet hall, triple gymnasium (2,000 seats), double gymnasium (1,000 seats), fieldhouse, meeting rooms, dedicated gymnastics facility, retail, sport medicine, and sport organization offices, all next to the adjoining Willoughby Community Park. This unique multi-purpose and simultaneous event facility proudly hosts International, National, Provincial, Regional, and local community championships and events. Inspired by World Class facilities throughout North America, the LEC strives to provide a first-class experience for amateur and professional participants and spectators alike.

Position Overview:

Reporting to the Supervisor, Administration, the Administration Assistant will provide excellent customer service to all LEC clients and guests, while providing administrative support for the facility. Shifts are mainly event based, schedules are released monthly, typically up to 2 weeks before the start of each month.

Primary Duties and Responsibilities:

- Answering phones
- Maintaining office equipment
- Responding to inquiries and providing information to customers, clients and users of LEC
- Processing payments via debit, credit card and cash transactions
- Balancing transactions and credit/debit machine at the end of shift
- Data entry
- Assisting customers with the purchase of tickets to LEC events
- Fulfill duties required under our Emergency Procedures, as needed while on shift
- Other duties as assigned

Skills and Abilities:

- Excellent customer service skills
- Team oriented
- Quick learner
- Ability to multi-task and balance priorities
- Quick thinking and problem-solving skills
- Moderate proficiency with Office 365
- Fully proficient in spoken and written English, with a second language considered an asset
- Ability to work a flexible schedule including evenings and weekends



SPORTS AND
ENTERTAINMENT

Qualifications:

- Willingness to complete a Police Information Check
- Valid Basic First Aid, CPR, and AED Certification, or equivalent will be required to be maintained during employment
- Experience with multi-line phone system an asset
- Experience with MS Windows 11 operating system required
- Experience with Office 365 required
- Transaction balancing experience an asset

HOW TO APPLY:

Interested individuals are asked to submit their resume via email: careers@tfse.ca.

This position will remain open until filled. We thank all applicants for their interest, however only those selected for an interview process will be contacted.