



New Brunswick Golf Association
SUMMER ADMINISTRATIVE ASSISTANT

The New Brunswick Golf Association is looking to fill the position of Summer Administrative Assistant for the period of May to August 2010.

The Summer Administrative Assistant will work closely with the NBGA's Office Administrator, with their main responsibilities being:

- dealing with incoming phone traffic (including a toll free line for golf tourism related inquiries)
- receiving and processing entries for the association's 18 provincial championships
- dealing with customer needs, including the booking of golf packages, through Golf NB's Reservation Centre.
- assisting with the planning and preparation of the Annual Golf Awards Dinner & Silent Auction
- assisting with the acquisition of donations for the Annual Golf Awards Dinner & Silent Auction
- completing tournament reports pertaining to entries, payments, refunds, etc....
- completing other office duties that may be assigned throughout the summer

This is a seasonal position with a work term of approximately 13 weeks. The individual filling the position will possess the following qualities:

- Strong communication and interpersonal skills
- Good organizational skills
- The ability to work independently
- Strong computer skills (including Microsoft Word, Microsoft Excel; Microsoft Frontpage and Adobe Pagemaker would also be an asset)
- Priority may be given to candidates who are bilingual
- General knowledge of an office environment and a basic understanding of general office equipment
- Knowledge of the game of golf is an asset

The Summer Administrative Assistant will work out of the NBGA office, located on Hanwell Road, seven kilometres from the city limit. This is not a bus route and therefore, the candidate will be required to have access to a vehicle or another form of transportation. The rate of pay is \$8.50/hr.

Please send resume with cover letter by **April 16, 2010** to:

The New Brunswick Golf Association
Attention: Office Administrator
PO Box 1555, Station A
Fredericton, NB
E3B 5G2
fax - (506) 451-1348
E-mail – nbgolf@nb.aibn.com