



BASC Office Coordinator

Under the direct supervision of the General Manager, the Office Coordinator will be responsible for a number of support tasks within the office environment.

Job requirements include: previous experience in an office environment, proficiency with Microsoft Office / Office 365, flexibility for assisting with special soccer events during non-business hours, organizational skills, excellent verbal and written communication skills, ability to calmly and efficiently multi-task and technical skills which include copiers, printers, phone systems, word processing skills.

Responsibilities include but are not limited to:

- Handle incoming phone calls
- Greet and assist membership
- Work in the BASC GotSoccer database program
- Work with GM, Registrar & Head Coach during registration
- Electronic correspondence
- Working in various Microsoft Office programs / Office 365
- Work with Adobe Photoshop or other photo editing software systems
- Organization and maintenance of BASC office files
- Maintain supplies for the business office
- Manage business insurance
- Perform general office and clerical duties as assigned
- Club errands
- Assist with website and social media
- Manage college scholarship program
- Manage monthly club newsletter

A full detailed list of duties will be given if granted an interview.

Application and resume accepted through Friday, June 30, 2017; interviews to begin in July.