



Member Services Coordinator – Full-time

The Lifesaving Society, a non-profit, humanitarian organization committed to decreasing preventable drownings in Canada, is seeking a full-time Member Services Coordinator to oversee the front office operation and to ensure excellent service to clients. We are looking for a detail-oriented individual with a high level of organizational and time management skills.

Job responsibilities include overseeing and performing data entry, database management, website support, document handling, supply ordering, phone reception and other related office duties.

Excellent verbal & written English are essential along with strong customer service skills & knowledge of Word, Excel and graphics software. Experience in the aquatic recreation field is an asset.

This is a full-time salaried position with a generous benefit plan upon successful completion of a 3 month probation period. Starting salary range is \$38,000 to \$42,000.

Forward your resume & cover letter to 112 - 3989 Henning Drive, Burnaby V5C 6N5 or e-mail to info@lifesaving.bc.ca by Friday, February 15, 2019.

Thank you in advance to all those applying; only those considered will be contacted.

BC & Yukon Branch

#112 - 3989 Henning Dr Burnaby, BC V5C 6N5

Telephone: 604.299.5450

E-mail: info@lifesaving.bc.ca

Web: www.lifesaving.bc.ca