



## Sail Canada | Voile Canada

Portsmouth Olympic Harbour  
53 Yonge Street | rue Yonge  
Kingston, Ontario  
Canada K7M 6G4  
613.545.3044  
www.sailing.ca

### Bilingual Receptionist

Sail Canada is the national sport governing body for sailing in Canada. Located in Kingston, ON, Sail Canada is a not-for-profit organization whose mandate is to *promote sailing through collaboration with our partners; the Provincial Sailing Associations, member clubs, schools, and many individual stakeholders.*

Sail Canada is now accepting applications for the position of Bilingual Receptionist.

Reporting to the Office Manager, the successful candidate will work in coordination with a team of professionals, to perform duties and provide support services including, but not limited to:

- Reception; answering inquiries, customer service via phone, email, and walk-ins
- Translation of basic materials, press releases, general communications
- French social media content
- Merchandise; individual sales and packing and shipping of merchandise
- Database / website entry and maintenance

#### **Key Attributes:**

The Bilingual Receptionist must possess the following attributes:

- Strong communication skills in both French and English
- Be administratively organized and detailed oriented.
- Must be able to handle multiple tasks simultaneously and prioritize appropriately in a fast paced environment.
- The ability to work independently, maintain tight schedules.
- Proficiency using office software; Microsoft office, Adobe CS, Web Content Management system
- Knowledge of the Canadian sport system and national sailing programs an asset.

**Length and Term:** This fulltime (35 hr/wk) position will run from May 4, 2015 – September 4, 2015 (four month term). *There may be a requirement for occasional evening and weekend work.*

**Application Deadline:** April 6, 2015

**Remuneration:** \$15/hr – negotiable; subject to translation skills

**Interested applicants should submit their cover letter and resume to:**

Genevieve Manning, Office Manager

[sailcanada@sailing.ca](mailto:sailcanada@sailing.ca)

Subject: "Bilingual Receptionist"

*We thank all applicants for their interest, however, only those being considered will be contacted.*