



## **Ontario 5 Pin Bowlers' Association**

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1185 Eglinton Avenue East, Suite 602, North York, Ontario, M3C 3C6  
Telephone: (416) 426-7167 Facsimile: (416) 426-7364 Website: [www.o5pba.ca](http://www.o5pba.ca)

### **EMPLOYMENT OPPORTUNITY**

#### **PART-TIME ADMINISTRATIVE CO-ORDINATOR**

The Ontario 5 Pin Bowlers' Association, a Provincial Sport Organization, has an immediate opening in its North York facility for a part-time, experienced Administrative Co-ordinator.

Working in a fast-paced business environment, the ideal candidate will have background experience in administration, be highly organized with a demonstrated ability to manage multiple tasks and organize information and files. As well, candidates should be skilled in a wide variety of windows-based software with advanced word processing, spreadsheet and presentation abilities. This position will necessitate a proven ability to develop and foster contacts with our volunteer base in a support role. Excellent oral and written communication skills and the ability to work in a team environment are definite assets.

Please forward your resume to:

Al Hong  
Executive Director  
Ontario 5 Pin Bowlers' Association  
1185 Eglinton Avenue. East, Suite 602  
North York, Ontario, M3C 3C6  
Email: [alhong@o5pba.ca](mailto:alhong@o5pba.ca)  
Fax: 416-426-7364

Applicable candidates only will be contacted for interviews. Resumes accepted until close of business on **FRIDAY, JULY 29<sup>TH</sup>, 2005.**