



Tennis and Sports Psychology Academy Inc. (TSPA Inc.) (514) 886 - 9929 TSPA
Inc. C.P. Cavendish Mall P.O. Box 66534 CSL, Quebec H4W 3J6 www.tspa.ca info@tspa.ca

Administrative Assistant

TSPA is looking for an administrative assistant to help in delivering their [services](#). You would be the nerve centre of the academy and eventually fully understand the entire operation. Excellent communication skills is a must in English and French. Can multi task such as answer phones, text and send an email all at the same time. Can work under pressure and can prioritize. Very good computer skills is essential such as Word, Excel and Internet. Good knowledge of Photoshop to edit pictures would be an asset. Candidate would get the iPhone 5c to also field phone calls on weeknights and weekends. The candidate is organized, honest and has excellent interpersonal skills. Would be involved in marketing campaigns, social media feeds and developing e-learning material for clients and staff. Admin work would also be involved in Flow in Sports which helps athletes improve their sporting performance with mental skills training. Would also help staff in human resources and writing cheques. High proficiency in math is essential as well as the ability to sell tennis products and services. You would filter calls, direct clients in registering to our services and facilitate and grow our tennis services. Knowledge of tennis and a minimum of three years administrative experience required. You will be the face and voice of the academy. You would have an office at the CSL Tennis Club located at 8215 Guelph and the hours are generally 8:30-4:30, Monday – Friday, with some flexibility. After this weekday shift some fielding of phone calls, responding to emails on weeknights and weekends would be expected. Please let us know what your weekly salary expectations would be for this eight week position that starts on June 26th 2017 and would require several weeks of preparation and training leading up to this date.