



## Who we are

The future is bright for tennis in Canada, and you will be right in the middle of it all at Tennis Canada! A national sport organization with a mission to lead the growth of tennis in Canada and a vision to become a world-leading tennis nation, Tennis Canada seeks to grow participation across Canada and develop champions on the international stage. Tennis Canada also owns and operates the Rogers Cup presented by National Bank tournaments in Toronto and Montreal, two of the best-run sporting events in the world which annually bring the globe's best tennis players to Canada. In recent years, Canadian tennis has seen historic achievements, with players reaching Grand Slam finals and record high world rankings, and participation and interest on the rise. Join us as we look to build on this exciting momentum and produce even greater results. We are a team of innovators, who are passionate about our work and pursue excellence together every day.

## What we are looking for

### Receptionist

Reporting to the Office Manager, the position holder greets and directs visitors, responds to inquiries from staff and visitors with requested information and, when time permits, provides general clerical support.

- Manage main telephone lines, ensure forwards to the appropriate department or personnel;
- Maintain professional and welcoming work environment in the lobby;
- Welcome on site visitors, determine nature of business, announce visitor to the appropriate personnel;
- Maintain, update and distribute phone extension list;
- Book boardrooms for internal and external parties, ensure set ups for scheduled meetings;
- Manage tennis court bookings and payments, check times for members, staff and guests;
- Handle the distribution of mail and apply postage;
- Order, receive, distribute and inventory offices supplies (business cards, letterhead, parking pass, etc.);
- Ensure kitchens are neat and tidy;
- Perform data entry upon request;
- Distribute cheques and invoices.

## Who you are

- Ability to deal with high profile clients or employees with a wide variety of personalities using diplomacy;
- Conscientious to ensure requests are carried out as stipulated;
- Ability to conduct all aspects of business in a professional manner with the highest ethical standards;
- Strong interpersonal, communication and organizational skills;
- Intermediate MS office skills (Excel, Word, Outlook, PowerPoint);
- Autonomy, ability to work independently.

## What's in it for you

- Be part of a dynamic organization that makes a difference across Canada;
- Get in the game! Join the Rogers Cup team;
- Be part of an innovative, vibrant and passionate team;
- Join the organization that sets the standard and always strives for excellence.

**Interested?** Send us your resume at [resumes@tenniscanada.com](mailto:resumes@tenniscanada.com)



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