



Volleyball Canada invites applicants for.....

E-Commerce & Office Administrator

Organization: Volleyball Canada
Supervisor: Office Manager
Location: Ottawa ON
Type of Position: Part-time (up to 20hours/week)

Nature of Work:

Volleyball Canada (VC) is a not-for-profit that provides leadership and oversees the development of Volleyball in Canada. We are seeking a dynamic and detail-oriented eCommerce & Office Administrator to keep our operations running smoothly and our online store thriving. This hybrid role blends administrative support with digital retail management—perfect for someone who loves multitasking, organization, and the energy of sport.

Volleyball Canada is committed to equity, diversity, and inclusion in all respects, including hiring a workforce that is reflective of the diverse population of Canada with respect to age, gender, ethnicity, religion, ability, sexual orientation, education and culture. We actively encourage applications from persons who identify as women, indigenous peoples, person with disabilities, LGBTQ2S+ individuals, and members of visible minorities. Self-identification by candidates is completely voluntary.

Duties & Responsibilities

Administration:

- Be the primary contact for general inquiries: mail, phone and electronic communications
- Volleyball Registration System administrator
- Membership inquiries, and Volleyball Registration System support
- Maintenance of computer and paper filing systems
- Assist with the maintenance of office equipment
- Maintenance of VC templates, and contact lists
- Liaise with VC corporate suppliers and order office supplies
- Courier and postal contact
- Assist in the coordination of VC meetings and events (Annual General Meeting, Board of Directors meeting, staff meetings etc.)

Eshop, Shipping and Receiving:

- Responsible for E-Shop sales of merchandise and publications, and inventory records/maintenance
- Manage onsite storage, and maintain records of all offsite storage items
- Coordination of shipping and receiving, in conjunction with VC events staff



- Ensure all VC intellectual property is filed, ready for production
- Assist in the sourcing of samples and merchandise as required
- Web site administration including content updates

Qualifications

- Proven experience in office administration and/or eCommerce operations
- Strong organizational and multitasking skills
- Proficiency with Microsoft Office, Google Workspace, web content management systems and eCommerce platforms (e.g., Shopify, WooCommerce)
- Excellent written and verbal communication
- Ability to work independently and as part of a team
- Passion for sport and familiarity with volleyball is an asset
- Bilingualism (English/French) is considered an asset

Term

This is a part-time position. Anticipated start date September 22nd 2025.

Salary

The hourly rate for this position is \$19-\$24/hr dependent on skills and qualifications.

Application Deadline:

Sunday August 31st 2025 at 11:59pm EST

Please send a cover letter, a resume and three (3) references **by e-mail only**, to:

Thalia Hanniman- Human Resources Coordinator – Volleyball Canada – thanniman@volleyball.ca

We thank all applicants, however, only those candidates selected for an interview will be contacted.