



JOB DESCRIPTION			
POSITION TITLE:	Office Administrator	PHONE NUMBER:	250-746-5666
SUPERVISOR	Executive Director	FOR AGENCY USE ONLY:	
RESPONSIBILITY/ PROGRAM AREA:	Administration	APPROVED:	

ORGANIZATION

The Cowichan Sportsplex is a regional outdoor sports, fitness and recreation park covering over 26 acres and serving over 200,000 visits each year. This 'jewel of the valley' is unique in that it was conceived, developed and operates as a not for profit society. With the help of our entire community, we offer first class facilities and moving experiences to everyone who steps foot onto our site.

RESPONSIBILITY / PROGRAM DESCRIPTION

The Office Administrator is responsible for but not limited to the following;

- Manage event booking system
- Assist in planning and organizing events
- Handle expenses and billing cycles
- Manage reception area and look after visitors
- Draft, format, and print relevant documents
- Maintain stock lists and orders office supplies as needed
- Assist in purchase orders and invoicing
- Maintain accurate payroll records
- Manage incoming/outgoing correspondence
- Photocopy and file appropriate documents as needed
- Manage budgeting and bookkeeping activities
- Keep databases in check and update them regularly
- Create and present reports for ED & Board

PURPOSE OF THE POSITION

Ensures proper management of office procedures, and supports administration of the organization by carrying out common office duties. Maintains a positive and friendly company image by acting as the first line of contact to visitors, customers, and vendors in person, online, and via telephone.

SPECIFIC ACCOUNTABILITIES

Office Administration position specifics:
 Accurate, organized and efficient administration support
 Management of customers and the booking system
 Handle all bookkeeping duties and provide monthly reports

SKILLS & QUALIFICATIONS

Prior office management experience preferred; Strong attention to detail; Ability to work without supervision; Excellent time management skills; Exceptional communication and customer service skills; Technical skills, including proficiency with Microsoft Office programs; Strong prioritisation and organization skills; Ability to handle confidential information; Strong record keeping skills; Presentation skills, including welcoming guests to events; Ability to multitask

WORKING CONDITIONS/SPECIAL REQUIREMENTS

- Ability to work flexible hours, including evenings and weekends as necessary
- Drivers license & vehicle

SELECTION CRITERIA

Education, Experience and Certification

- Computer skills
 - MS Office
 - Quickbooks
- First Aid
- Experience and/or training in Physical Literacy and Long Term Participant Development an asset

Demonstrated Technical Skills and Abilities

- Excellent communication skills, both written and verbal
- Excellent organizational and time management skills
- Attention to detail

Knowledge

- Ability to work with diverse population
- Ability to recruit and organize any prospective volunteers

Willingness

- Ability to work under pressure and to deadlines

Applicants must be:

- a Canadian Citizen, permanent resident or person on who refugee protection as been conferred under the Immigration and Refugee Protection Act.
- is legally entitled to work according to the relevant provincial/territorial legislation and regulations. (International students are not eligible)

POSITION LINKS AND PROGRAM DIMENSIONS

Forward cover letter and resume to ed@cowichansportsplex.com or drop off at the Cowichan Sportsplex 5847 Chesterfield Rd, Duncan BC. V9L 3M2 (p) 250-754-6200

Closing Date: September 13, 2019
Start Date: October 1, 2019*
End Date: September 30, 2020