



Job title	Administrator, Operations
Reports to	Director, Finance and Business Operations
Direct Reports	n/a

Job purpose

The Administrator, Operations is responsible for providing general administrative support across the organization and facilitating day-to-day operations.

Duties and responsibilities

- Serve as the first point of contact for the office, receiving and screening incoming calls and general emails
- Ensure physical office space meets health and safety regulations
- Day-to-day management of office logistics
- Manage office contractors and other suppliers for phone, internet, security, cleaning and waste management services
- Coordinate all logistics of delivering the coach education program
- Maintenance of internal and external databases
- General administrative support such as coordinating the scheduling of meetings and travel arrangements as requested
- Assist with delivery of the organization's communications program including e-blasts, website updates and social media channels
- Administrative support for events (AGM, conferences, other) as required
- Other duties as assigned by the Director, Finance and Business Operations

Qualifications and experience

Qualifications include:

- A post-secondary degree or diploma in Office Administration is strongly preferred
- 2+ years relevant work experience, preferably in a not-for-profit environment
- Proficiency in Office 365 applications
- Basic bookkeeping skills are an asset

Skills and fit:

- Excellent verbal and written communication skills
- A self-starter who is reliable and can work independently



- Excellent organizational skills
- High attention to detail
- Ability to multi-task, prioritize and meet tight deadlines
- Ability to perform in a fast-paced, changeable environment
- Ability to work in a team environment

Working conditions

- Regular business hours
- Skate Ontario office

Please email resume and cover letter to:

Melissa Fraser
mfraser@skateontario.org
Coordinator, Operations and Administration

CLOSING DATE: **Sunday April 21, 2019**

Anticipated start date: **ASAP**

