

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, managing incoming calls and general emails.
- Support the Senior Coordinator, Finance with daily bookkeeping tasks
- 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
- Provide administrative support to deliver the NCCP coach education program
- General administrative support such as coordinating the scheduling of meetings and travel arrangements as requested
- 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
- Experience with payment processing systems and online registration systems 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

- Full- Time - Regular business hours
- Hybrid Model – Office/Work-from-home
- All employees must be fully vaccinated

Please email resume and cover letter to:

Derek Ventnor [dventnor@skateontario.org](mailto:dventnor@skateontario.org)  
Director, Finance and Business Operations

**CLOSING DATE:** Friday December 3, 2021 at 12:00pm ET

**Anticipated start date:** January 3, 2022

