

OFFICE ADMINISTRATOR POSITION

Part-time position

We are hiring an Office Administrator to cover reception as well as in-person inquiries, provide support to bookkeeper, bank deposits, payroll, as well as maintain the online registration program and organize in-house events. Must be able to work well multi-tasking in a fast-paced deadline driven environment.

KEY SKILLSETS

- Some accounting experience would be an asset
- 3-5 years minimum experience in an administrative role
- Excellent customer service, communication and organizational skills
- Ability to work independently
- Proficiency in Word, Excel, Powerpoint etc.

KEY RESPONSIBILITIES

Customer Service

The Office Administrator is the first point of contact throughout the day for inquiries and communication in person and by phone.

Administration

- Accepting payments
- Tracking and paying bills in a timely manner
- Maintaining accurate and up-to-date reports
- Provide various supporting documents, including invoices and reports, to the bookkeeper in a timely manner.

Payroll

- Timely entry of biweekly payroll and any adjustments required.

Registration and Payments

- Responsible for setting up, implementing and overseeing online registration.
- Responsible for submitting payment and required documentation to the MGA (Manitoba Gymnastics Association) on an ongoing basis.

Events

- Office Administrator, along with all management staff is responsible for the organization and coordination of all Springers hosted events.
- Additional hours are required for special events.

General Duties

- Building maintenance, website updates, monthly slide show, tracking volunteer hours and competitive athlete fund.
- Any other required tasks as required by Co-Directors and treasurer.

Position Details

- Part time position, 25 hours per week.
- Schedule will include some evenings.
- Must be available for some additional hours and weekends for special events.
- Clear Criminal Record Check and Child Abuse Registry required.
- Compensation dependent on qualifications, \$20-25/hour.