

Office Administrator

We are seeking a dynamic Office Administrator to be responsible for the front office providing excellent administrative skills with a focus on outstanding customer service to our Coaches/Employees, members, and Board. The person in this position will be a self-starter and will take initiative and collaborate with all parts of the organization to support the vision and mission of the club including volunteers, The Board, members, Coaches and the public.

The Office Administrator is an 8 hour a week position and will require some flexibility (to respond to pool closures or urgent items).

This role reports to the Board of Directors.

Role

The Office Administrator will serve as the important initial communicator on behalf of Hamilton Aquatic Club.

The Office Administrator will be responsible for ensuring efficient professional practices and support services including member services, Board support, clerical support and record keeping.

The attributes/skills to support this role include welcoming, and effective communication skills, organizational and multi-tasking abilities and the ability to work independently to deliver to tight deadlines.

The Office Administrator will be proficient using MS Office (Word, PowerPoint, Excel) and Google, Email, website administration as well as knowledge of cloud technology to upload files and maintain databases.

Key Functions

Office Management

- Manage and maintain the member/Coach operations on a day to day basis including record keeping, filing system, office equipment, managing supplies and recommending improvements
- Order, track and maintain office supplies with regard to cost control and to maximize office effectiveness.
- Assist with administrative annual budget development.
- Manage the phone and voice mail box

Communications

- Respond to all telephone, email, website and walk in inquiries
- Prepare and coordinate mailings using mail merge as required
- Print production of order of service bulletins, ensuring accuracy and timely completion
- Production of print materials using club branding
- Attend staff meetings, take minutes and distribute on a timely basis

Facility Coordination

- Manage facility scheduling and coordination of logistics using Google Calendar to include pool time etc

Qualifications

Some administrative experience required

Demonstrated time management skills

Excellent interpersonal, verbal and written communication skills

Excellent computer and technology skills

Demonstrated problem solving skills

Ability to prioritize, multitask with careful attention to detail and accuracy

Ability to maintain a professional demeanor in high stress circumstances

Friendly "face of the club"

Please submit applications to the Hamilton Aquatic Club Treasurer, Corey Plater, to:
treasuryhac@gmail.com