

Executive Assistant/Office Manager

Job Description

We are looking for an energetic and self-motivated Executive Assistant/Office Manager to join our team. If you are an ambitious individual who wants to build a career in Youth Sport Development, then we want to hear from you!

REPORTS TO: Chief Executive Officer & Chief Operating Officer

JOB SUMMARY: The Executive Assistant/Office Manager is responsible for administrative support to the executive and management teams to ensure efficient operation of the office. As an essential member of the team, you will become a central point of contact for clients and employees alike and perform general clerical duties, create and maintain processes and internal systems, schedule appointments, facilitate communication, and other duties as assigned.

JOB DUTIES & RESPONSIBILITIES:

- Provide administrative support to the executive and management teams to ensure efficient operation of the office
- Answer phone calls, schedule meetings and support office visitors
- Carry out clerical duties such as filing, typing, copying, scanning, etc.
- Make travel arrangements for executives such as booking flights, cars, hotels, and other reservations as required
- Exhibit polite and professional communication via phone, e-mail and mail
- Manage first point of contact and direct to appropriate department for email, phone, and website inquiries
- Maintain supplies inventory in office and division sites, placing orders, as required
- Develop and update administrative systems to make them more efficient
- Resolve administrative problems
- Other duties as assigned

QUALIFICATIONS:

- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication
- Strong organizational and planning skills
- Proficient in Google Drive applications
- Experience using Asana and HubSpot
- High School diploma or equivalent; college degree preferred

BENEFITS:

- Casual and fun work environment
- Free access to a training facility
- Health & Dental Benefits plan
- Staff pricing on youth development sport programs
- Free parking