

# 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