



Brampton Hockey Inc. is one of Ontario's largest single community based non-profit hockey organizations with a membership of approximately 2,200 participants and Growing!

We are seeking a **Full Time Office Administrator**. If you excel in a challenging and dynamic environment, this is an excellent opportunity to showcase your talents.

QUALIFICATIONS:

- Build and design solutions that mitigate risk and increase efficiencies
- Minimum of 3 years' experience working in an office environment, supplemented by an administrative course or additional relevant experience
- Excellent computer skills; website administration, fluency using Microsoft Excel, Word and Outlook, social media (e.g. Facebook, Twitter, etc.) is a must!
- Prepare, edit, proofread and distribute outgoing correspondence, invoices and reports from both handwritten and electronic copies for major projects in progress
- Create and maintain electronic and paper filing systems for correspondence, invoices, timesheets and other communications both incoming and outgoing
- Cover, support and manage other Assistant's roles during their vacation and sick days.
- Detail oriented, highly efficient and organized, fast learner
- Capable of meeting deadlines and managing high volume of Executives and staff requests
- Strong written and oral communication skills
- Must be flexible in relation to handling work requirements
- Excellent interpersonal skills and ability to work in a team-oriented, fast-paced working environment.
- College Diploma in Business Administration/Communications an asset

Please note that this position will require the selected candidate to be flexible in their work schedule, there will be times you will be needed to work some weekends. The majority of the work hours will be Monday to Friday 9am -5pm.

For consideration please forward your resume to glenn.mcintyre@bramptonhockey.com by April 22 2018.

*only qualified candidates will be contacted.



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