ALBERTA SOCCER ASSOCIATION
The Governing Body of Soccer in Alberta

9023 111 Avenue
Edmonton, AB T5B 0C3

Ph: 780 474 2200
Fax: 780 474 6300

Position Title: **Office Administrator**
Position Term: **Permanent / Full-time**
Salary: **$40,000 – 50,000**
Location: **Edmonton**
Reports to: **Director of Operations & Accounting**

Alberta Soccer is excited to post the position of Office Administrator and looks forward to receiving applications for this position. The Office Administrator job description is summarized below. The Office Administrator will work out of the Alberta Soccer office in Edmonton, Alberta.

ALBERTA SOCCER

Alberta Soccer is the largest individual sports association in Alberta with 100,000 registered members. Alberta Soccer, in collaboration with its membership and partners, strives to create a center of excellence for the game, providing opportunities for all players to reach their full potential.

PURPOSE OF THIS POSITION

The Office Administrator is responsible for the day-to-day office operations, accounting support & Provincial-Level discipline for the Alberta Soccer office. They will work with other staff members to provide efficient services to Alberta Soccer's membership.

REPORTING RELATIONSHIP

The position of Office Administrator reports directly to the Director of Operations & Accounting.

AUTHORITY

Within the limits established by the Executive Director and the normal operation procedures and policies of Alberta Soccer, the Office Administrator, using sound business judgment, is empowered with the stewardship and accountability for their area of responsibility.

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Alberta Soccer looks forward to hearing from all interested candidates. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Sincerely,

Shaun Lowther
Executive Director
Alberta Soccer

To apply, please submit a cover letter and resume by mail, email or fax to Alberta Soccer, Attn: Shaun Lowther, by no later than August 31, 2018 @ 4:30pm MST

Please submit with subject: APPLICATION, Alberta Soccer Office Administrator

Please indicate your expected salary within your application

Mailing Address	**Email**	**Fax**
Alberta Soccer Association Attn: Shaun Lowther 9023-111 Avenue Edmonton, AB T5B 0C3	execdir@albertasoccer.com	(780) 474-6300

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Position Title: Office Administrator

PURPOSE OF THIS POSITION

1. Responsible for the day-to-day operations of the Alberta Soccer office.
2. Provide accounting support to the Director of Operations & Accounting.
3. Coordinate provincial-level discipline hearings.

REPORTING RELATIONSHIP

The position reports directly to the Director of Operations & Accounting and indirectly to the Executive Director.

AUTHORITY

Within such limits as may be established by the Executive Director and within the normal operating procedures and policies of the Association, the Office Administrator, using sound business judgment, is empowered with the stewardship and accountability for their area of responsibility.

ACTIVITIES/DUTIES

A. Office Administration
    a. Respond to general walk in, phone and email inquiries.
    b. Manage general office supplies.
    c. Manage existing contracts with office suppliers
    d. Daily mailing and courier coordination.
    e. Coordination of member insurance documents and forms.
    f. Liaise with other soccer associations and Alberta Soccer members, as required.
    g. Alberta Soccer website maintenance and general updates; inclusive of monthly content audits.
    h. Other tasks requested by the Executive Director.
B. Provincial-Level Discipline Coordination
    a. Responsible for the maintenance of records of all Discipline and Appeal hearings.
    b. Manage all discipline reports within the prescribed timelines.
    c. Distribute results of all Discipline and Appeal hearings within prescribed timelines.

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d. Work with the complainant, respondent (s) and Discipline Committee panel volunteers as required to schedule all hearings.

C. Accounting Support
   a. Accounts payable and accounts receivable date entry.
   b. Basic transaction entries as prepared by Director of Operations & Accounting.
   c. New customer records.
   d. ASA membership reconciliations.
   e. Administrative support during audit.
   f. Other tasks requested by the Director of Operations & Accounting.

D. Human Resources
   a. Contribute to a healthy corporate/team environment that is conducive to high morale and satisfactory interaction between all employees.
   b. Prepare for and participate in performance appraisals as per Association Policy.
   c. Participate in ongoing training and/or performance improvement plans as required.

KEY DELIVERABLES

- Meet and exceed duties outlined above.
- Efficient management of daily office operations.
- Friendly and informative provision of customer service.
- Error free financial data entry.
- Full and satisfactory contribution to Alberta Soccer issues and adherence to all policies and procedures.
- Responsible use of corporate assets.

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QUALIFICATIONS

A. Education
   a. Preference given to candidates with post-secondary degree in sport administration, office administration, accounting, or related field.

B. Knowledge, skills and abilities
   a. Minimum 1-3 years administrative experience, preferably in sport association environment.
   b. Must demonstrate the ability to work with volunteers in a not-for-profit environment.
   c. Superior communication (written & verbal) skills are essential for this position.
   d. High attention to detail and generates work with a high level of accuracy.
   e. Have the ability to work with minimal supervision.
   f. Must be well-organized and possess excellent time management skills.
   g. Demonstrated ability to multi-task in a high paced environment.
   h. Knowledge of current provincial challenges and opportunities relating to the mission of the association is a considerable benefit.
   i. CPIC (Security Clearance) required.

C. Working Conditions
   a. The Office Administrator usually works in an office environment, but the mission of the association may often take them to non-standard workplaces.
   b. The Office Administrator works a standard work week, but additionally will often work evening, weekends, and overtime hours to accommodate activities such as Discipline hearings and representing the organization at public events.
   c. The Alberta Soccer team works under a staff approved, Hours of Work Averaging Agreement

D. Proficiency in the use of computers for:
   a. Microsoft Office
   b. E-mail
   c. Internet