



## JOB DESCRIPTION

Job Title:	OAS Member Services - Office Administrator
Term:	Full-Time
Reports to:	Executive Director
Direct Reports:	N/A
Current Version:	July 2019

**Job Summary:**

Ontario Artistic Swimming's Member Services, Office Administrator will be responsible for ensuring the effective administration and delivery of office and Member services. The position demands superior communication skills, attention to detail and accuracy, multitasking in a dynamic environment, the ability to work collaboratively and cooperatively with staff and volunteers and flexibility to work irregular hours and weekends as required for time sensitive priorities. Access to a vehicle for travel to various events is preferred.

**Major Portfolios:** Office administration including travel planning, non-competition and program related facility booking, equipment and supplies ordering, maintenance and inventories; Member services including registration, insurance and sanctions, office communications, and special event projects and management.

**Core Competencies:** Knowledge and experience in office administration, excellent communication and interpersonal skills, multi-tasking capability, initiative, good judgement and critical thinking, attention to detail and quality work

**Key Job Responsibilities** include, but are not limited to:

<ul style="list-style-type: none"> <li>Administer Member and participant registrations, including: Preparation and distribution of packages; receiving and processing forms and payments; tracking; entry into national database; reporting; filing; etc.</li> </ul>
<ul style="list-style-type: none"> <li>Coordinate special events and meetings including Annual Meeting and annual Conference including: Schedule preparation, coordination with any guest speakers, registration and information packages/materials/name tags etc; manage registration; manage facilities, accommodation and hospitality etc.</li> </ul>
<ul style="list-style-type: none"> <li>Coordinate office, member and athlete program activities including sanction requests, travel, apparel, merchandising etc. Work closely with the Executive Director, Senior Manager, Sport Development and other OAS staff to provide necessary support for special projects and programs</li> </ul>
<ul style="list-style-type: none"> <li>Attend competitions, meetings and events as directed by the Executive Director to ensure effective delivery and to assist with registration, hospitality and other requirements at functions. Ensure configuration and set up of technical requirements are ordered, delivered and in place for all designated events</li> </ul>
<ul style="list-style-type: none"> <li>Coordinate tracking, monitoring, repair, and ordering of all OAS equipment (e.g., sound system(s), photocopier, etc.). Manage all office supplies and related communications ensuring smooth operation of office</li> </ul>
<ul style="list-style-type: none"> <li>Assist the OAS board, Executive Director, staff and various committees in the development and implementation of rulebook, policies, programs, development activities, special events, procedures, etc. of the association; and the same related to administrative functions.</li> </ul>
<ul style="list-style-type: none"> <li>Basic updates as assigned to the OAS website and social media platforms including assisting the Marketing and Communications Officer and Marketing Intern as requested. Manage login coordinates and partner or supplier contacts providing advice and suggestions to team members for continuous improvement for more effective office administration</li> </ul>
<ul style="list-style-type: none"> <li>Oversee the daily functions at the office and ensure smooth operations including archives, productivity tools, document management etc.</li> </ul>
<ul style="list-style-type: none"> <li>Other duties as assigned</li> </ul>

**Qualifications:**

- Post secondary education or equivalent experience in office administration
- Proven communication, customer service and interpersonal skills



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- Proven organizational skills, ability to work independently and within established deadlines
- Solid technical experience. Fluent in Microsoft Office suite of products
- Basic knowledge in website updating, social media platforms
- Attention to detail and accuracy
- Enjoy working with the membership, as part of a team of co-workers, and with volunteers

### **Assets:**

- Background in passion for or experience in sport/artistic swimming
- Office Administration experience
- Experience with Database creation and management
- Familiarity with MS Publisher, Adobe Illustrator, Word Press