



OFFICE MANAGER/EXECUTIVE ASSISTANT – ALPINE CANADA ALPIN

JOB PURPOSE

Alpine Canada Alpin (ACA) is seeking a detail oriented, organized and enthusiastic individual to serve as Office Manager & Executive Assistant in a fast-paced, high performance environment. This position offers a unique opportunity to work closely with multiple facets of the organization and contribute to the success of world-class athletes.

ABOUT ALPINE CANADA ALPIN

ACA is home to three of the Canada's fastest and most exciting snow sports: alpine skiing, para-alpine skiing and ski-cross. Our focus is not only to produce world-class athletes, but also to encourage participation in skiing at all levels and promote the benefits that result from participating in sport.

CORE RESPONSIBILITIES:

Office Management:

- Act as first point of contact for visitors to the office. Provide a professional interface with members and other external/internal individuals on a variety of personal or written interactions
- Answer the main phone line and respond to general inquiries
- Manage the day to day office environment, including but not limited to phone systems and messaging, office equipment, mail, security & alarms.
- Oversee booking of boardrooms for internal staff and external sport partners
- Manage incoming/outgoing mail and courier packages
- Coordinate the maintenance of office equipment and provide basic troubleshooting services for staff
- Ensure sufficient office supplies are available at all times; including kitchen/coffee supplies
- Ensure that the office environment and décor of ACA represents high performance sport and excellence

Executive & Administrative Support:

- Provide executive support to ACA leadership (CEO & COO)
- Provide a variety of administration functions including; coordinating off-site events and itineraries, preparing and distributing agendas and meeting packages and following up on action items
- Produce a variety of documents including confidential correspondences and other forms of communication
- Assist with the preparation of presentations, spreadsheets, documents and reports for various meetings and other events
- Maintain electronic and paper files and archival of required business documentation
- Act as a first point of contact for matters referred to the CEO and COO and, when appropriate, respond independently to routine correspondences

- Maintain a high degree of discretion and confidentiality; use diplomacy, discretion, and judgment in giving out information and referring callers, always striving to ensure a friendly, open door policy to the CEO and COO
- Manage CEO and COO's calendars, including internal and external communications and taking complete care of all personal and business logistics
- Arrange travel schedule and reservations for executives and produce a travel portfolio that includes pertinent information and documentation
- Take charge of matters related to charitable donations and Alpine Canada's Podium Club program; working closely with the accounting team to record and track donations

Board of Director Support:

- Act as the first point of contact for the Board of Directors
- Prepare meeting agendas and supporting materials for distribution to BOD and other stakeholders
- Coordinate and plan BOD meetings, teleconferences and other executive committee meetings
- Support the Board with meeting, travel and other arrangements
- Draft minutes for Board and other executive meetings

General Office Support:

- Provide assistance to other departments within the organization; focusing mainly on the alpine athletics team
- Take responsibility for management of the fleet vehicles; booking usage, tracking usage etc.
- Manage insurance policies and renewals under the direction of the COO (Auto, Property, Crime)

QUALIFICATIONS:

- Post-secondary education; ideally in Recreation, Sport Management, Business Administration or a related field.
- 5+ years of relevant work experience
- Excellent oral and written skills
- Strong interpersonal and client service skills; professional and positive demeanor
- Superior organization and priority setting skills, judgement skills, strong work ethic and ability to multi-task
- Advanced knowledge of MS Office Suite
- Experience working directly with an executive team or board of directors
- Bilingualism is an asset, but not required
- A passion for and knowledge of sport (ideally ski racing) will be considered an asset

HOW TO APPLY

Please send your cover letter and resume to careers@alpinecanada.org by June 8th, 2018.

We thank all applicants in advance for their interest; however only those selected for an interview will be contacted. Interviews will take place on June 14th in Calgary, Alberta, or via teleconference.

CONTACT INFORMATION

Alpine Canada Alpin
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