



Job Description

Position Title

Office Administrator (OA)

Reporting Structure

Manager, Operations and Strategic Development (MOSD)

Summary

Reporting to the MOSD, the OA assists with the general administration of the Association. Responsive to all members of the senior management team, the OA provides significant support to several departments, including accounting, events, para-nordic and marketing, communications and fundraising.

Duties and Responsibilities

- General administration, including answering general inquiries, directing incoming correspondence, shipping and receiving material, maintaining office supplies, providing logistics support for events and travel
- Assisting with accounting duties, including A/P and A/R functions, Moneris and credit card reconciliations, filing
- Maintaining CCC's membership database and administering insurance programs
- Supporting marketing, communications and fundraising efforts, including maintaining the donor database, assisting with correspondence, updating CCC's website and social media feeds, administering the e-Store
- Supporting Events programming, including updating the race calendar, administering race licenses, assisting with technical package updates, maintaining officials certification records
- Supporting para-nordic programming, including providing enhanced general administration and logistics support

Requirements

- Relevant diploma, degree or two years of job-related experience
- Basic book-keeping, including Quickbooks
- Strong computer skills, incl Microsoft Office, website content management and ability to learn new programs quickly
- Proven attention to detail
- Superior communication skills
- Bilingualism strongly preferred

Skills and Competencies

All performance attributes, values and related behaviours listed in Annex A and Annex B of the CCC Staff Performance Assessment Policy, and, in particular:

- Strong organizational skills and ability to prioritize
- Great team player who successfully interacts with staff, volunteers, members and the general public
- Identifies where improvements can be made and implements changes
- Flexible, both in schedule and in tasks

Working Conditions

- May be required from time to time to work evenings and weekends
- Ability to lift items weighting up to approximately 30 lbs
- May be required from time to time to work outdoors, including on snow

Disclaimer

The preceding description is not designed to be a complete list of all duties and responsibilities required of the Office Administrator. The Office Administrator will be required to perform other duties as assigned. This job description will be updated regularly to reflect changes.

Authorization

Human Resources Authorization Signature

Name	Signature	Date

Position Manager Authorization Signature

Name	Signature	Date