



Re: Job Description

Role: Full Time Office Administrator – Forest Hill Figure Skating Club

Location: Larry Grossman Arena Toronto Ont. & Phil White Arena Toronto Ont.

Reports To: Skating Director

Salary: \$40, - \$45,000 per year

Hours

Mon. 12:00-7:00pm Larry Grossman Arena (7 hours)

Tue. 2:00-9:00pm Larry Grossman Arena (7 hours)

Wed. 12:00-7:00pm Larry Grossman Arena (7 hours)

Thurs. 2:00-9:00pm Larry Grossman Arena (7 hours)

Fri. 2:00-9:00pm Larry Grossman Arena (7 hours)

Benefits

5 paid sick days

2 weeks paid vacation time

Qualifications

Secondary School Diploma as well as experience in Sales, Marketing, Administrative work, Customer Service and Communications.

Software experience in Microsoft Excel, Word, PowerPoint, Adobe Collection (Illustrator and Photoshop would be desirable)

Social Media applications.

Full Job Description

Forest Hill Figure Skating Club (FHFSC) is a non-profit organization that has a long history of developing and training learn to skate, adults, figure and hockey skaters in the Toronto area. FHFSC is fully sanctioned by Skate Canada and has been serving our community since 1974. We provide top quality skating lessons to aspiring skaters of all ages and abilities at both the recreational and competitive levels. Our robust membership is growing and demands excellence in customer service and administration. An immediate opening for a full time Office Administrator will bring our levels of service up to our required standards.

Main On Site Responsibilities (not limited to):

- Overseeing all incoming and outgoing communications, including emails, phone calls, reports, and internal correspondence
- Manage and maintain Club skater registrations
- Liaise with arena staff on ice logistics
- Filing important documents, such as reports, meeting notes, emails, contracts and letters
- Keeping the Club's calendar up-to-date, including adding events, test days and other activities and events

- Acting as the gatekeeper for internal and external contacts, including vendors, colleagues, clients, and customers
- Track stocks of office supplies and place orders when necessary
- Conducting research and creating reports on various topics based on the needs of the Skating Director/Board
- Planning and organizing events that take place internally and externally
- Keeping important information and documents organized physically, and electronically
- Maintaining a high degree of discretion and confidentiality
- Managing customer relationships
- Social media and marketing management
- Must be able to use Microsoft Office, Word, Excel, Word, and PowerPoint
- Adobe Collection, Illustrator and Photoshop would be desirable
- Familiarity with figure skating and Skate Canada would be desirable

COVID-19 considerations:

Must be fully vaccinated

Ability to clearly communicate in the English language both in print and speech

Education & Experience:

Secondary School (preferred)

Administrative or reception experience an asset

Retired individuals welcome

Retail customer service experience an asset

Expected start date: August 2022

Hiring 1 candidate for this role

Urgently hiring

Please send your resume to office@fhfsc.ca