

Job Description – Office Administrator

Position Responsibilities

Responsible for the administration of BMHA/OMHA/Hockey Canada Registration:

- Register Players to Affiliation Sheets.
- Perform administrative duties surrounding Hockey Canada - e.g. reporting, payment information.
- Communicate registration information to membership via email, posters, website, and advertising.
- Track player eligibility registered and paid, out of center registration and payments.
- Organize weekly, monthly, schedules, boardroom bookings as submitted to the BMHA Office.
- Organize all House League, Rep and Select, player development registration.

OMHA Liaison:

- Insurance, reconcile #players and teams, order game sheets and manuals as necessary, player and coach development resources, championship banners, OMHA motions, AGM information.
- Travel permits, association letters of permission, player transfers.
- All NRP paperwork as required.
- Coordinate all playdown contracts.

Provide Customer Service on Hockey Issues to the BMHA Membership:

- Answer and respond to all telephone calls/messages or forward to the appropriate individual.
- Answer and respond to office email or forward to the appropriate director.
- Counter greet and help the membership.

BMHA photos and photoday administration:

- Responsible for all organization and coordination of photo days, photo distribution & bookings.

Coach Certification:

- Organize and monitor coaching staff expiration dates, vulnerability checks and discrepancies.
- Follow up with teams requiring submissions.
- Liaise with the coach evaluator to ensure that coaches receive evaluations as necessary.

Fun Day/Championship Day

- Coordinate Fun Day and Championship Day with the Directors of House League and IP.
- Organize Vendors, award presentations, etc.

Clinic Administration – BMHA, OMHA and Coach Developments Clinics:

- Coordination of clinic Schedule, registration, facility preparation, resources, payment, budget preparation.
- Organize in house clinics to BMHA membership such as game sheet clinics.

Tournament Support

- Providing support for three tournaments held on three separate weekends during the hockey season.
- Working in the control room during the weekend tournaments.
- Helping to organize the various tasks required to run the tournaments.

Qualifications

- 3+ years experience as an office administrator.
- Strong organization and time management skills.
- Good working knowledge of Microsoft Office and Outlook and database software applications.
- Demonstrated ability to work in a fast paced business environment.
- Self-motivated to take initiative.
- Knowledge of minor hockey operations an asset.
- Diploma in Office Administration an asset.

**The target is 24 hours per week with the ability to flex up to 30-35 hours during peak periods.
Weekend work required 3 weekends per year for tournaments.**