

Association Administrator

Overview

We are seeking a detail-oriented and proficient administrator to join our team at the Upper Island Soccer Association (Vancouver Island North). The ideal candidate will play a crucial role in ensuring the smooth operation of our office and our club's schedules. This includes providing exceptional client service, and supporting administrative and board functions. This position requires strong organizational skills and competency in various software applications to manage daily tasks effectively.

Duties

- Manage office operations, including scheduling leagues and maintaining calendars.
- Organize and maintain physical and digital filing systems to ensure easy access to documents.
- Provide excellent client service by addressing inquiries and resolving issues promptly.
- Comfort with general bookkeeping tasks using QuickBooks, including invoicing and expense tracking.
- Utilize Google Suite or the like for document creation, data management, and communication with team members.
- Collaborate with staff and board members to enhance office efficiency.

Skills

- Strong organizational skills with the ability to prioritize tasks effectively.
- Proficient in computer applications, including QuickBooks and Google Suite and sports scheduling software.
- Previous administrative experience is preferred, particularly in sports and / or scheduling environment.
- Excellent customer service skills with a focus on providing support to clients and board members.
- Ability to work independently as well as part of a team in a fast-paced environment.
- Strong attention to detail and accuracy in managing files, communication and documentation.
- Financial aptitude.

3 Professional References Required (ex. employer, coworkers, managers, club executive)

If you are an enthusiastic individual who thrives on being organized and proficient at their job and enjoys supporting others, we encourage you to apply for this rewarding opportunity as an Office Administrator.

Job Types: Part-time, Seasonal

Contract length: 12 months

Pay: From \$25.00 per hour

Expected hours: 5 – 15 per week
Flexible language requirement:

- French not required

Schedule:

- Monday to Friday
- Weekends as needed

Work Location: Remote but must live in geographical area of clubs.
Application deadline: 2025-05-19