

# **Arena and Property Services Administrative Assistant**

## **Job Description**

This position shall act as Administrative support for the Sandy Wickens Memorial Arena and Property Services Department and shall work directly under the supervision of the Arena Supervisor who reports to the Property Services Manager.

An important aspect of the job shall be assisting the public in regard to all inquiries and bookings pertaining to the operation of the Arena, and providing administrative support to the Property Services Department. A more detailed list of duties is shown below.

Employment shall be for a **one year term**, with the possibility of becoming a permanent position.

The normal hours of work are forty (40) hours per week, from 10:00 a.m. to 6:00 p.m., Monday to Friday, with a one half (½) hour unpaid lunch break.

Due to the nature of the position it will be necessary from time to time for the hours to be adjusted accordingly to accommodate special events, or other Municipal projects. Some evening or weekend work may be required.

Any employment benefits shall be governed by the Personnel Policy of the Municipality.

## **Duties and Responsibilities**

The Administrative Assistant shall:

- Answer and direct phone calls
- Organize and schedule facility rentals
- Track rentals and billings accurately
- Write and distribute email, correspondence memos, letters, etc
- Assist in the preparation of regularly scheduled reports
- Receive payments for rentals, public skates, and other events
- Preparation of daily deposits, accounts receivables and other daily accounting duties.
- Preparation and tracking of purchase orders
- Develop and maintain a filing system
- Update and maintain arena/ property services policies and procedures
- Order office supplies and research new deals and suppliers

- Submit and reconcile expense reports
- Provide general support to visitors
- Maintain and update arena website/ calendar, and other social media
- Assist in the organization and tracking of property services time sheets

### **Requirements**

- Proven experience as an administrative assistant, or office admin assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School diploma; additional qualifications as an Administrative assistant would be considered an asset

Salary band for this position is \$32,457 to \$37,475 based on education and experience.