



JOB DESCRIPTION

POSITION	Administrative Assistant, Hockey Operations	DEPARTMENT	Hockey Operations
CLASSIFICATION	Coordinator	PAY RANGE	
REPORTING STRUCTURE	POSITION REPORTS TO: Senior Vice President, Hockey Operations		
STATUS	Permanent, Full Time		
LOCATION	Calgary, AB		

POSITION PURPOSE

Reporting to the Senior Vice President, Hockey Operations, the Administrative Assistant, Hockey Operations will provide administrative support and assistance to the Hockey Operations department. They will also provide support to the Senior Vice President and Directors of Hockey Operations. The individual must be a highly organized person with the initiative and capacity to take on tasks as required.

RESPONSIBILITIES

- Administrative support to the Senior Vice President & Director's of Hockey Operations of both National Teams Programs - Men's and Women's.
- Coordinate Hockey Operations meetings including assembly and distribution of agendas, in addition to taking meeting minutes.
- Maintaining the Hockey Operations databases in a timely and unified manner.
- General administration duties and support as directed for Hockey Operations Department in areas such as meetings, filing, courier and archiving.
- Lead in process of all team staff criminal record checks / IIHF Roster Entry / Distribution of Team Photos / Employee thank-you letters, and other administrative duties as required.
- Assist programs with camp and event preparation, organization, and operation.
- Support other departments in Hockey Canada as required.

PERFORMANCE MEASURES

- Level of passion, drive and ambition as well as standards of quality, commitment and expertise which are consistent with Hockey Canada's culture
- Personal characteristics and nature in the office are a match with Hockey Canada's culture
- Ability to work solitarily or remotely with appropriate independence and right amount of team reliance and collaboration

QUALIFICATIONS

- Bachelor Degree / Diploma in Business Administration, Sport Management, or related field.
 - 1-2 years experience in an administrative role.
 - Experience maintaining and updating a database.
 - Proven experience taking meeting minutes while managing the distribution of meeting agendas and tasks.
 - Thorough understanding of Hockey Canada's structure and operations.
 - Exceptional organizational and time management skills; ability to balance conflicting priorities in order to manage workflow, ensure the completion of essential projects and meet deadlines.
-

-
- Excellent interpersonal skills; promotes cooperation and commitment within a team to achieve goals and objectives through high levels of integrity and earning others' trust and respect.
 - Excellent understanding of Windows-based computers and operations.
 - Excellent ability with Office 365 products, including PowerPoint, Excel, Word and others.
 - Demonstrated communication skills; ability to use a broad range of communication techniques to effectively communicate to varying audiences in a variety of situations.
 - Passionate about a career in the sports and entertainment industry.
 - Expects highest-quality performance from self and others.
 - Strategic thinker with excellent interpersonal skills.
 - High level of poise and professionalism.
 - Ability to prioritize workload and solve problems quickly.
 - Self-motivated with the ability to work in a team environment.
 - Bilingualism (English/French) is an asset.
 - Satisfactory Criminal Record Check, including Vulnerable Sector Verification.

WORKING CONDITIONS

- Ability to work staggered hours, evenings and weekends as necessary.
 - Travel requirements will be minimal.
-