



EMPLOYMENT OPPORTUNITY

Position: Registrar & Administrative Coordinator

Company: Skate Oakville

Location: Oakville, Ontario

Skate Oakville is seeking a dedicated Registrar & Administrative Coordinator to join our team. We are looking for an individual who excels in communication, is proficient in office software, and is capable of adhering to Skate Oakville's policies and procedures. If you are a problem solver, have excellent people skills, and possess the ability to work within a structured framework, we encourage you to apply.

Key Qualifications:

- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Word, Excel, and various email platforms.
- Experience with Uplifter or registration software an asset.
- Knowledge of Skate Canada is preferred.
- Customer service experience an asset.

Responsibilities:

In this role, you will be responsible for the following duties:

- Welcoming and assisting visitors to the Skate Oakville office, addressing inquiries in person.
- Handling and responding to phone and email inquiries promptly and professionally.
- Managing the registration process and making necessary program changes.
- Collaborating with Skate Oakville members, office staff, coaches, and the Board of Directors as needed.
- Performing general administrative tasks as directed.
- Providing event coordination and support as required.
- Updating and managing communication materials through web and email platforms.

Work Hours:

This is a full-time position, approximately 35 hours per week.

Compensation:

The wage for this position will be \$17.00 - \$22.00 per hour and commensurate with experience.

Application Deadline:

Interested candidates are invited to submit their resumes no later than November 15th, 2023, to the following email address:

Email: office@skateoakville.ca

Skate Oakville is an equal opportunity employer, and we appreciate all applications. However, only those selected for an interview will be contacted. We thank you for your interest in joining our team at Skate Oakville.