



Job Description

Position Title

Office Coordinator

Reporting Structure

Director, Operations and Strategic Development (DOSD)

Classification

Coordinator

Summary

Reporting to the DOSD, the Office Coordinator provides book-keeping services and helps with the general administration of the Association. The Office Coordinator provides customer service to members and administrative support to staff and takes on projects as needed.

Duties and Responsibilities

- Provides book-keeping services, including accounts payable and receivable functions and monthly reconciliations
- General administration, including answering inquiries, directing incoming correspondence, shipping and receiving material, logistics support for events and travel
- Maintains Nordiq Canada's membership database, administers insurance programs and provides customer service to members and Divisions
- Supports marketing, communications and fundraising efforts including maintaining databases, updating Nordiq Canada's website and social media feeds as a back-up to marketing staff, and administering the e-Store
- Provides administrative support to Sport Development staff, including managing inventory, updating the race calendar, administering race licenses and maintaining certification records

Requirements

- Relevant diploma, certificate or two years of job-related experience
- Basic book-keeping skills, including Quickbooks accounting software
- Strong computer skills including Microsoft Office and website content management (WordPress)
- Proven attention to detail and exceptional follow-through
- Superior communication skills
- Bilingualism strongly preferred

Skills and Competencies

All performance attributes, values and related behaviours listed in Annex A and Annex B of the Nordiq Canada Staff Performance Assessment Policy, and, in particular:

- Strong organizational skills and ability to prioritize
- Great team player who successfully interacts with staff, volunteers, members and the general public
- Identifies where improvements can be made and implements changes
- Flexible, both in schedule and in tasks

Working Conditions

- May be required from time to time to work evenings and weekends
- Ability to lift items weighting up to approximately 30 lbs
- May be required from time to time to work outdoors, including on snow

Disclaimer

The preceding description is not designed to be a complete list of all duties and responsibilities required of the Office Coordinator. The Office Coordinator will be required to perform other duties as assigned. This job description will be updated regularly to reflect changes.

Authorization

Human Resources Authorization Signature

_____	_____	_____
Name	Signature	Date

Position Manager Authorization Signature

_____	_____	_____
Name	Signature	Date