



JOB DESCRIPTION

Title:	Administration Coordinator	Date: April 1, 2018
Classification:	Administrative	
Supervisor:	Manager, Corporate Services	

The Canada Games Council (CGC) is looking for an energetic team player, interested in a career in sports management. If you have a keen interest in sport and are looking to have an impact on the Canadian sports system, you may be interested in this opportunity.

JOB SUMMARY:

The Administration Coordinator is the primary operational and administrative contact of the Canada Games Council (CGC) office. Reporting to the Manager, Corporate Services, the Administrative Coordinator will provide administrative support to all CGC team members, contributing to CGC's overall vision.

KEY RESPONSIBILITIES:

Office Administration / Operations:

- Coordinates and oversees the day-to-day management of office operations (telephone, email, in-person inquiries, office supplies & equipment, information distribution, sending/receiving courier, coordination of meeting spaces);
- Coordinates and oversees CGC's information technology requirements ;
- Ensures a professional and welcoming office environment for staff, CGC stakeholders and the general public;
- Responsible for the maintenance and updates to Office Operations including recommendations to improve efficiency of administrative processes;
- Liaise with Landlord regarding office/building management;
- Liaises with CGC's financial services provider and provide financial administration support (maintain petty cash, monthly visa reconciliation/coding, signing and distribution of cheques);
- Maintain the CGC Board & AGM minutes, ensuring files are up to date; and
- Provide logistical and administrative support to CGC Staff, Board & Committees as required.

Meetings & Special Events

- Primary coordinator of all meeting logistics for all CGC departments (Corporate, Sport, Games, Marketing & Communications), including staff, board and committee meetings and other special events as required (hotel, meeting venue, audio visual and catering);

- Primary coordinator of all corporate travel for CGC Board, Committee & Staff members, including liaising with CGC's Corporate Travel supplier to ensure effective operations;
- Support CGC's Games Mission Operations; and
- Provide onsite support at meetings and events as required.

QUALIFICATIONS:

Education

- Post-secondary training or related experience, ideally in a sport environment

Experience

- 1-2 years related office experience

Knowledge & Skills

- Knowledge of office management principles and procedures;
- Knowledge of current office technology ;
- Knowledge of working in a GSuite environment is an asset;
- Knowledge of finance, accounting and cost control procedures;
- Ability to work independently and in a team environment;
- Ability to prioritize and initiate without extensive supervision;
- Ability to work with tight deadlines;
- Strong communication and interpersonal skills are required;
- Ability to communicate (oral & written) in both official languages (English & French) is essential.

This position is possible through financial support by Sport Canada.

Canada Games Council is committed to building a skilled, diverse team reflective of Canadian society. As a result, we promote employment equity and encourage candidates to applications from women, Indigenous persons, persons with a disability or members of a visible minority group and regardless of sexual identity, gender identification or gender expression.

This position is based in the Canada Games Council main office. The office is located in Ottawa, Ontario, on the traditional and unceded land of the Algonquin nation.

EMAIL APPLICATIONS TO: kpoapst@canadagames.ca