

If you thrive in a fast-paced environment, have strong organizational and interpersonal skills, are able to take initiative and complete projects with limited supervision and enjoy working as part of a team, we want to hear from you!

Sport New Brunswick is seeking an Office Manager who will be responsible for providing administrative and financial support to all Sport NB team members. They will also implement standardized operating procedures that will help Sport New Brunswick's overall efficiency and the ability to better serve its members. The ideal candidate provides excellent customer service to our membership and has the ability to multitask and prioritize in an environment with multiple deadlines and concurrent initiatives.

### Key areas of responsibilities

- General administrative office duties
- Maintain efficiency within the office by developing and maintaining standard operating procedures
- Reception duties such as greeting the public and answering the main line
- Train and successfully onboard new hires
- Develop and maintain data collection, records management, tracking, and reporting mechanisms.
- Coordinate the member services provided by Sport NB (such as membership renewals, insurance, benefits, SIRC, ZOOM, printing, mailing etc.)
- Administrative support for KidSport and the NB Amateur Sport Trust Fund
- Coordinate third party official language services (i.e., Interpretation, translations, proofreading, training, etc.)
- Organize internal meetings, office functions, and events
- Manage bank and general ledger reconciliations, as well as manage day-to-day expenses and receipts, reimbursements, bill payments, etc.
- Manage and support the annual external audit
- Process accounts payable and accounts receivable

### Essential Qualifications

- Graduate of a recognized Business / Office Administration Program or equivalent
- Minimum of two (2) years' experience in office administration
- Excellent verbal and written communication skills required in both English and French
- Background in accounting and/or bookkeeping would be a definite asset

### Desired Qualifications

- Excellent administrative, organizational and time management skills
- Detail oriented and works with a high degree of accuracy
- Proven ability to build and maintain productive and collaborative relationships

### Remuneration:

- Full-time – 18 month contract with possibility for renewal
- The salary range is \$40,000 to \$50,000 per year, plus health benefits
- Work hours are 8:15-4:30
- Three (3) weeks vacation to start

Sport NB is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment without attention to race, color, ethnic origin, religion, sex, sexual orientation, gender identity, national origin, or disability status.

Please submit your resume along with your references via email by **Friday, February 24, 2023 (11:59pm)** to Sabrina Durepos, Interim CEO Sport NB [director@sportnb.com](mailto:director@sportnb.com)

Thank you for your interest, but only those selected for an interview will be contacted.