



## **TRACK AND FIELD / ROAD RUNNING / CROSS COUNTRY**

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[www.athleticsmanitoba.com](http://www.athleticsmanitoba.com)

*Achieving Excellence, Maximizing Potential, Inspiring Participation*

Athletics Manitoba is a provincial sport organization that promotes performance excellence, the long-term development of Athletics in Manitoba, and sport for life. We are a volunteer-driven, Athletics-focused, not-for-profit organization that operates under the umbrella of Sport Manitoba. Athletics Manitoba programs are supported and delivered in all regions of Manitoba.

Athletics Manitoba is currently seeking a qualified candidate for the part time (16 hr/wk) position of **Office Manager**.

While this position is multi-faceted, its primary focus is on the daily maintenance and organization of the Athletics Manitoba office. The successful candidate will be a friendly, enthusiastic individual, with a strong passion for competitive sport. Due to the nature of the work involved, the ideal candidate will be extremely detail oriented and eager to learn.

Office manager responsibilities will include making equipment and office supplies arrangements, monitoring program financials, website updates, database management, and providing general administrative support. Previous experience as a Front office manager or Office administrator would be an advantage. Ultimately, the Office Manager should be able to ensure the smooth running of the office and help to improve Athletics Manitoba procedures and day-to-day operation by working closely with both the Executive Director and the Programs Manager.

### Qualifications and Skill Set:

- Must be willing to work based out of Winnipeg, Manitoba;
- Post-secondary training in accounting and/or business administration;
- Proven experience as an Office manager, Front office manager or Administrative assistant
- Excellent computer skills, including proficiency in Microsoft Office applications (Word, Excel and PowerPoint) database management, and website management;
- Excellent written and verbal communication skills;
- Excellent time management skills and ability to multi-task and prioritize work;
- Attention to detail and problem-solving skills;
- Strong organizational and planning skills in a fast-paced environment;
- Must be highly self-motivated and able to work well independently;
- Must also be able to work collaboratively within a team environment;
- A creative mind with an ability to suggest improvements.

### Preferences:

- Experience with social media platforms would be an asset.
- Flexible work schedule, and the ability to work evenings and weekends on occasion.
- Knowledge of Track and Field, Cross Country or Road Running would be an asset.

Interested candidates should forward a resume and cover letter to [execdirector@athleticsmanitoba.com](mailto:execdirector@athleticsmanitoba.com). Please indicate the name of the position in your email subject line and cover letter.

Deadline: March 23rd, 2017

Only those candidates selected for an interview will be contacted.