



Charlottetown Islanders Hockey Club

Office Coordinator

Hours of work: 37.5 hours per week
Term: 12-Month Maternity Leave Contract
Start Date: October 1st, 2017

The Office Coordinator will play a key role in maintaining office organization and communication.

Responsibilities

- Interact with staff, customers, and corporate partners in a timely and professional manner
- Manage and maintain accounts receivable and accounts payable using Simply Accounting
- Manage game day bar staff, including scheduling, ordering supplies and inventory
- Maintain computerized records of all clients and prospects with our Customer Relationship Management (CRM) system
- Assist in organizing game night activities and coordinating special events during the season
- Other duties as assigned by the President of Operations

Required Skills

- Bachelor's Degree from an accredited college or university, or equivalent experience
- Experience in the sports industry or entertainment industry considered an asset
- Experience working in administrative positions would be considered an asset
- Accounting experience, specifically knowledge of Simply Accounting software
- Excellent communication skills, both written and verbal



CHARLOTTETOWN ISLANDERS HOCKEY CLUB

46 Kensington Road, Charlottetown, PE CIA 5H7 Phone: (902) 892-7349 Fax: (902) 892-7350

WWW.CHARLOTTETOWNISLANDERS.COM



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- Effective time management and organizational skills
- Flexible schedule with the ability to work nights, weekends and some holidays as required. Must be available to work all Islanders home games
- High energy and passion for the Islanders brand
- Strong computer skills, including knowledge of Microsoft Office (Word, Excel, and Outlook) and experience with CRM software

HOW TO APPLY

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to admin@charlottetownislanders.com by **September 1st, 2017**.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.



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