

Office Manager

Job Summary:

Garneau Tennis and Beach Volleyball Club is accepting applications for the Office Manager position for the 2019 summer season, April 15 - October 15, 2019, weather permitting. This is a non-profit organization maintained by its members, and governed by a Board of Directors.

Work Location:

10943 - 84 Ave NW Edmonton, AB T6G 0V5, Canada

Hours of Work:

35 hours/week. Must be flexible to work daily/evening shifts and weekends.

Responsibilities

- Manage and oversee staff and operations at the club
- Communicate regularly with the Assistant Office Manager, Board of Directors, and members
- Maintain the Garneau office records
- Communicate regularly with Board of Directors, staff and members
- Apply established standards and procedures and implement office policies
- Cash out daily, secure and/or deposit funds overnight, monitor cash flow
- Meet members and non-members to discuss clinics, interclub, weekly events during tennis membership registration days
- Work closely with the Pros to organize tennis/volleyball tournaments
- Monitor the use of tennis/volleyball courts on daily basis
- Secure facility on daily basis — gates, sheds, and office
- Participate in clean up at opening and closing of the season
- Help maintain courts when needed and help with lifting of supplies and materials

Experience

- Knowledge of office administration and e-commerce
- Minimum one year experience as a manager or assistant manager
- Interest in tennis/beach volleyball is an asset

Skills

- Excellent communication and organizational skills (in person, by telephone, and written) with professional level in interpersonal relations, confidentiality and tact required
- Intermediate knowledge of E-commerce, MS Office, and Social Media platforms

Forward inquiries to: president@garneau-tennis.com

Phone: 780-660-8548

www.garneau-tennis.com