

We're **HIRING!**



Office Coordinator

CURLSASK is the leader in the sport of curling in Saskatchewan. We have over 120 affiliated curling centres, provide grassroots to elite curling and strive to continue to grow the sport in Saskatchewan!

Job Description

The Office Coordinator is responsible for the administration of the CURLSASK Office located at 613 Park Street in Regina. The successful candidate will be required to work from this location. This role requires proficiency in Human Resource Management and strong financial and administrative skills. Experience with a board of directors is preferential.

As the Office Coordinator you will be responsible for:

- Day-to-day financials and office operations
- Month-end bookkeeping reports
- Human Resource Management of the HR Handbook and Staff Form filing
- Planning of the annual Awards Gala and AGM
- Attending and supporting the Board of Directors Meetings
- Ensure SaskSport Funding requirements are met
- General administrative and office duties

Requirements

- A bachelor's degree
- Experience with financial management
- Strong computer skills
- Strong interpersonal skills
- Excellent communication skills with attention to detail
- Minimum 2 years experience in an administrative role

Please apply to Steve Turner at:

curling@curlsask.ca

