



Office Manager Full Time Position

Ringette Manitoba is a not-for-profit organization that leads development, promotes growth, strives for excellence, and maximizes exposure of Ringette as a sport for life throughout Manitoba. Ringette is a positive, inspiring sport experience reflective of high-quality programs and a growing, diverse community of athletes, coaches, officials, and volunteers across Manitoba.

Reporting to the Executive Director, the Office Manager is responsible for ensuring the effective administration of the Ringette Manitoba office through the coordination and management of administrative services, including but not limited to: finance, information technology, purchasing, general administration, and managing the delivery of administrative support services to the office.

Qualifications:

- Experience in related work/volunteer experience in amateur sport delivery is an asset.
- Excellent organizational, planning and time management skills.
- Excellent oral, written and interpersonal communication skills.
- Ability to implement strategies to achieve operational efficiencies.
- Understanding of basic accounting principles.
- A proven ability to manage multiple projects and meet deadlines
- Ability to develop, maintain, and strengthen partnerships with others inside or outside the organization.
- Flexible and willing to adapt to changing roles.
- Ability to work flexible hours as needed (Board Meetings, Events, etc.)
- Experience with QuickBooks and RAMP registration software is an asset.
- Experience with social media is an asset.
- Bilingual (English/French) is an asset.

Please submit your confidential professional resume, salary expectations and three references by email no later than July 8, 2022 to leanneslobodian@gmail.com

Only those receiving an interview will be contacted.

Ringette Manitoba is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer.