

Fredericton District Soccer Association Employment Opportunity



Employer: Fredericton District Soccer Association

Position: Executive Office Assistant

Job Description: In coordination and assistance with the Executive Director:

- Assist Soccer Coordinator and Executive Director with day-to-day operations
- Manage all customer service inquiries (in-office, telephone and email)
- Complete all data entry by creating 2015 ACCESS database
- Maintain up-to-date registration files and ACCESS database
- Assist with preparation of materials for summer programs (schedules, etc.)
- Manage member refund requests
- Complete weekly deposits
- Act as Office Liaison with all Program Directors
- Coordination, assignment and payment of all referees for FDSA games and events
- Other related duties, as assigned

Qualifications: Candidates must possess the following attributes:

- Ability to work as a team environment in a small office setting
- Experience in customer service with strong interpersonal and communication skills and demonstrated professionalism
- Trustworthy, with the ability to work with no immediate supervision
- Excellent working knowledge of Microsoft Office (including ACCESS)

Hours: 9:00am – 5:00pm (Mon-Fri) = 40 hours/week however this position requires additional evening and weekend work during peak season preparation and program implementation (May, early June, August). Time in lieu is given for OT worked.

To Apply: Submit a cover letter and current resume to: Andrea Smith by **EMAIL** to fdsa@nb.aibn.com on or before the application deadline of **Friday, February 6th**.