



## National Office- Administrative Clerk

**Organization:** Volleyball Canada  
**Supervisor:** Office Manager, Chief Operating Officer  
**Location:** Ottawa  
**Type of Position:** Full time  
**Travel:** Will be required for events/meetings, less than once per month  
**Start Date:** February 2022  
**Application Deadline:** 12 January 2022

### **Nature of Work:**

Volleyball Canada (VC) is a not-for-profit that provides leadership and oversees the development of Volleyball in Canada. It is a fast-paced environment. This position is a first point of contact in the national office. Strong communication skills, interpersonal skills, a positive attitude and outgoing personality are a definite asset. Work is completed independently with general supervision. Travel and weekend work may be required. This position reports to the Office Manager, & Chief Operating Officer.

Volleyball Canada is committed to equity, diversity and inclusion in all respects, including hiring a workforce that is reflective of the diverse population of Canada with respect to age, gender, ethnicity, religion, ability, sexual orientation, education and culture. We actively encourage applications from persons who identify as women, indigenous peoples, person with disabilities, LGBTQ2S+ individuals, and members of visible minorities. Self-identification by candidates is completely voluntary.

### **Accountabilities:**

#### Administration:

- Be the primary contact for general inquiries: mail, phone and electronic communications
- Maintenance of computer and paper filing systems
- Assist with the maintenance of office equipment
- Maintenance of VC templates, and contact lists
- Liaise with VC corporate suppliers
- Order office supplies
- Assist in the coordination of VC meetings and events (Annual General Meeting, Board of Directors meeting, staff meetings etc.)
- Distribution of internal memos
- Courier and postal contact
- General Banking Duties

#### Shipping and Receiving:

- Responsible for E-Shop sales of merchandise and publications, and inventory records/maintenance
- Manage onsite storage, and maintain records of all offsite storage items
- Ensure all VC intellectual property is filed, ready for production
- Assist in the sourcing of samples and merchandise as required



Finance:

- Data input into accounting system, receivables and payables
- Assist VC's Finance staff in all reconciliations as required (Paypal, Shopify, Bank accounts & Credit Cards)
- Preparation of reports for program areas
- Volleyball Registration System
- Preparation of invoicing to VC customers
- Initiate required bank transfers, direct deposits and cheque runs
- Maintenance of all required supporting documentation
- Assists in preparation of monthly financial reports, audit files, and Sport Canada reports and applications

Program/Remote Staff Support

- Providing Administrative Support for Coach Pathway and Athlete Pathways: General inquiries, program setup in the Volleyball Registration System, accounts receivable/ payable as required, communication with athletes and coaches regarding general info.
- Coach Certification administration

**Other Duties:**

- Other duties as required by Volleyball Canada

**Qualifications/Expertise:**

- . Excellent interpersonal skills with the ability to communicate verbally and in writing with staff, athletes, volunteers, suppliers and the public in a pleasant and professional manner
- Ability to show leadership to build and maintain excellent working relationships
- Demonstrated expertise in Microsoft Office is required.
- The ability to work independently demonstrating good judgment, analytical, negotiation and business skills in a fast-paced environment with many conflicting priorities.
- Strong organizational and time management skills with the ability to set priorities, multi-task and meet deadlines.
- A positive attitude and an outgoing personality.
- A valid driver's license, and access to a vehicle
- Bilingualism (French/English)
- Previous experience with accounting software considered an asset.

*Subject to human rights legislation, Volleyball Canada requires the successful candidate to be fully vaccinated as a condition of employment and as a part of its legal obligation under the Occupational Health and Safety Act. Proof of vaccination will be required at a later date along with reasonable proof of the existence of a protected ground under human rights legislation, if applicable.*

Please send your detailed resume and cover letter attention to Lucie Leclerc at [lucie@volleyball.ca](mailto:lucie@volleyball.ca). Application deadline is Wednesday, **January 12, 2022 (11:59 EST)**. Only those candidates selected for an interview will be contacted.