

The University of Saskatchewan is developing a new twin pad ice arena that includes a 2,700 seat arena, a double gymnasium, community arena, varsity team dressing rooms multi-purpose space and concession. Slated to open in fall of 2018, the arena will be the focal point of the University and the community for many years to come.

To ensure the success of the Facility, NRI, the building operator, is looking for a motivated team member with proven operational and administration experience, preferably in a recreation facility environment to serve as the Administration Manager. This individual will be experienced in communication with multiple stakeholders, enthusiastic and able to represent NRI with professionalism and a community-minded focus.

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| Job Title:            | Administration Manager   |
| Location:             | University of Saskatchewan Merlis Belsher Place  |
| Minimum Experience:   | 2 years experience in the Accounting Field with Scheduling Software experience   |
| Minimum Education:    | University degree preferred, or equivalent education and experience  |
| Minimum Requirements: | Financial and/or accounting knowledge, proficiency with scheduling and accounting software; Knowledge of Human Resource practices; Possess superior customer service, time and organizational management skills. First Aid, CPR, AED and criminal record check |
| Deadline to Apply:    | 31 December 2017   |

The Administration Manager is responsible for:

- Managing the Programming aspects of the facility in conjunction with the General Manager
- Co-ordinate all administrative duties required to run the office effectively including reception, filing, typing, ordering supplies, etc.,
- Book keeping duties including payroll, invoicing, bank deposits, accounts payable and receivables and coordinating with
- Booking and scheduling of ice surfaces and collecting the revenues,
- Providing excellent customer service while liaising with customers; Varsity hockey, minor and adult hockey leagues, figure skating , University Rec hockey and skating schools, individual renters, etc.,
- Assist the General Manager to promote the facility internally and externally,
- Co-ordinate and schedule the work of the Guest Services
- Ensuring that the Nustadia Recreation Best Practices related to the position are followed.

Forward resumes to: [gganong@nustadia.com](mailto:gganong@nustadia.com)

A competitive salary and compensation package will be negotiated with the successful candidate. Only those applicants who are to be interviewed will be contacted.