



## **NORTHEAST EAGLES MINOR HOCKEY ASSOCIATION**

### **Job Description – Administrator**

The Administrator is responsible for providing administrative and clerical services to ensure effective and efficient operations of Northeast Eagles Minor Hockey Association (NEMHA).

#### **RESPONSIBILITIES:**

- Prepare weekly ice time schedule;
- Provide weekly referee/timekeeper schedule to RIC and TIC;
- Prepare and deliver bank deposits weekly;
- Issue and process receipts daily in Sage 50 Pro Accounting Software;
- Process incoming and outgoing mail;
- Respond daily to incoming calls and emails;
- Respond to any issues that may occur daily;
- Process invoices where necessary ;
- Deal with team managers on a daily/weekly basis;
- Maintain NEMHA website;
- Process player registrations including tryouts, clinics etc;
- Process payments to timekeepers/referees;
- Register coaches and players in Hockey Canada Registry;
- Filing and ordering of office and hockey supplies;
- Administer and track lottery licenses;
- Attend Executive meetings;
- Report to and take direction from NEMHA Executive;
- Act as liaison between Hockey NL and NEMHA, also attend Hockey NL meetings if required;
- Flexible work environment and schedule is available but expected to work mostly at the NEMHA office in Jack Byrne Arena;
- This position is a full time (37.5hours/week) position, seasonal from approximately mid-August to end of April;
- Other hockey association related tasks as assigned by NEMHA Executive.

Interested candidates must email resume to [info@neeagles.com](mailto:info@neeagles.com)