

Office Manager (Part-Time, Calgary Position)

Are you an energized, organized, proactive individual with a background in sport/active living who enjoys the challenge of being the hub that keeps the wheels turning? Then consider joining our team at Alien In-Line! Alien In-Line is the most successful skating school in the world, and Canada's leading school skating program, reaching over 100,000 students in over 325 schools annually through its programs.

Alien In-Line's head office is in Calgary, Alberta. Our company is looking for a dedicated part-time Office Manager who can optimize the energy of our outstanding team. The successful candidate will play the point position as a resource for Alien In-Line staff and instructors, assist with and act as our conduit for various programs and services, and serve as a liaison with various clients keeping our production running smoothly.

The ideal candidate will be someone who:

- Experience with and/or enjoys working in a sport and active living environment
- Has solid organizational, communication (both verbal and written), and customer service skills.
- Has strong attention to detail and works well with schedules, timelines, and deadlines.
- Enjoys building working relationships with clients and staff.
- Possesses strong improvisation and problem-solving skills.
- Seeks efficiencies and improvement to find better approaches and ways of working.
- Is confident working independently.
- Is punctual and possesses excellent time management skills.
- Is positive, collaborative, and has an abundance of energy.
- Is keen to schedule meetings, book travel, and respond to customer requests via phone and email.
- Is computer proficient and confident using Microsoft 365 (including Outlook, Word, Excel, Teams, PowerPoint, OneDrive, etc.). Experience with When I Work, RegFox, and Shopify considered an asset.
- Has basic bookkeeping and financial tracking skills.
- Ready to continue learning and adapting to new processes and situations as the company grows and evolves.
- Diploma in Business Administration or Office Management considered a strong asset

Mandatory requirements:

- Has a valid Class 5 Drivers Licence (Non-GDL), a clean drivers abstract, and reliable transportation
- Can provide a current and clean CPS or RCMP VSC (Vulnerable Sector Check)
- Has a valid First Aid/CPR Certification or is eager to complete First Aid/CPR certification training

Benefits of working with Alien In-Line:

- Professional Development provided by Alien In-Line; Skate Instructors Association (*SkateIA*) Training, Certification, Annual Membership Dues and Benefits, ongoing Alien In-Line Instructor Leveling Sessions, Mentorship Instructor assignment and support, First Aid Certification, Safe Sport Training, Vulnerable Sector Check, Insurance coverage both as an instructor and operator of company vehicles, timely client and performance feedback
- Alien In-Line digital resources including access to; Microsoft 365 Suite, company email and Teams, online work schedule/assignment calendar
- Alien In-Line provides company-wide social activities with your colleagues and a network building opportunity in the fields of education and sport
- Alien In-Line Online and Mobile Shop equipment discounts

If this sounds like you, please submit your **resume and a one-page cover letter** including your experience and detailing why you believe you're an ideal candidate for our exciting and impactful team!

Start date: As Soon as Successful Applicant is Available

Schedule: Monday through Friday; 8:00 am to 12:00PM (approximately 20 hours/week)

Wage: \$21.00 to \$24.00/hour - dependent on experience and qualifications