



**Saskatoon
Minor
Hockey
Association**

5 – 816 1st AVENUE NORTH
SASKATOON, SK S7K 1Y3
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www.smha.sk.ca
smha@sasktel.net

SMHA REQUIRES SCHEDULING ASSISTANT AND OFFICE ADMINISTRATIVE ASSISTANT

The SMHA is currently seeking an individual that is interested in working on a part time basis to assist with the scheduling of minor hockey games and practices. This individual will also assist with other office administrative duties.

The Scheduling Assistant / Office Administrative Assistant will work out of the SMHA offices located at # 5-816 1st Avenue North. The possibility exists to work from home at times as well. The position will begin in August, 2009.

DUTIES:

- Assist Office Manager with scheduling of minor hockey
- Assist with the registration process
- Assist with financial administration
- Perform other related duties as assigned

QUALIFICATIONS:

- Experience with the use of Excel and other computer applications
- Strong attention to detail
- Experience working within timelines
- Knowledge of the Saskatoon Minor Hockey Association and its programs
- Good interpersonal skills
- Scheduling background will be considered an asset
- Basic accounting experience will also be considered an asset

OTHER INFORMATION:

- Position requires flexibility to work irregular hours. I.E. more hours will be required in September and October than at other times of the hockey season.
 - Remuneration is negotiable
 - Please send cover letter and resume to smha@sasktel.net
 - Deadline for application is June 30, 2009
 - Only those applicants selected for an interview will be contacted.
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