Job Purpose
Performs administrative and clerical work, which includes coordinating facility rental bookings, basic accounting, inventory control and a variety of production assignments. Communicates with the public and with staff.

Duties and Responsibilities- All Sections
- Produces forms, letters, brochures, reports, flyers, newsletters and other material.
- Correlates and delivers the message on hold recordings.
- Prepares all correspondence relating to facility bookings, inventory or marketing.
- Answers telephone and counter enquiries providing information on programs, rentals, services, merchandise and other general enquiries.
- Maintains communication with suppliers.
- Performs registrations, entry of programming data and processes all related paperwork.
- Receives and records all required payments, issues contracts, processes credits and refunds.
- Maintains accurate statistics, filing and reports.
- Receives, records and balances daily deposits and prepares floats.
- Assists the Administrative Supervisor with clerical and administrative tasks.
- Performs other related duties as required.

Facility Bookings
- Schedules all facility bookings.
- Maintains facility log book and communicates booking details, to both staff and public

Merchandise
- Maintains communication with suppliers, receives, purchases, displays and returns merchandise for pro shop.
- Maintains inventory control and all related procedures using manual or computerized inventory system.
- Programs point of sale machine.

Marketing Production
- Maintains and updates web pages, social media sites and promotional signs.
- Designs and produces a variety of marketing materials, signs, notices etc.
- Liaises with various staff or external agencies in relation to production of publications.

Qualifications
- Grade 12, or equivalent including up to one year post-secondary in office administration, basic accounting and graphic design.
- One year of office experience, including working in a customer service capacity.
- An equivalent combination of education and experience may be considered.
- Keyboarding speed of 45 wpm.
- Satisfactory Police Information Check.
**Physical Requirements**
No physical activity required.

**Working Conditions**
Works in an office environment and interacts with the general public.