



ROLE: Coordinator, Business Administration

LOCATION: Uxbridge, ON

POSITION TYPE: Full Time Contract to December 31, 2021

GOLF ONTARIO (GO) is currently seeking applications for a Coordinator, Business Administration. This is a full-time contract position beginning March 1, 2021 (or sooner) and ending December 31, 2021 with the potential to transition to a permanent position at the end of the term. Golf Ontario will continue to comply with all provincial and municipal orders and guidance in the prevention of the spread of COVID-19 and thus the incumbent will be required to work from home and attend to the office periodically as needed until we are able to return safely to the office.

Reporting to the Senior Director, Business Operations, the successful candidate will be a highly motivated team player, with superior customer service, attention to detail and organizational skills.

SUMMARY: This role is responsible for all office administration and accounts payable and serves as the primary point of contact for matters pertaining to the office of the Executive Director including providing support to the Board of Directors. The Coordinator, Business Administration works as part of a team as well as independently and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

RESPONSIBILITIES:

Office Administration:

- Handle reception including answering telephones, monitoring administration email and responding to general enquiries in a timely, professional manner.
- Assist with member enquiries related to renewals, tournament registrations and log in.
- Primary point person for mailing, shipping, couriers, supplies, training and troubleshooting on office technology.
- Oversee all aspects of the telephone system that includes maintenance, staff set up/training, coordination and updating of the auto attendant.
- Daily office administration such as pickup and delivery of mail, deliver bank deposit, on site meeting arrangements, company vehicle maintenance schedule.
- Monitor and order all kitchen, office and water supplies.
- Oversee the efficient running of the office including liaising with the landlord, general maintenance of the building and coordination of cleaning staff.
- Handle clothing procurement.
- Other duties as required.

Accounting:

- Perform accounts payable functions.

Executive Administration:

- Provide administrative assistance to the ED including scheduling, expense reports, travel arrangements, and staff meetings.
- Assist with AGM, Board and Committee meeting preparation including venue, travel and hotel booking.
- Assist Senior Director, Business Operations as needed.

REQUISITE SKILLS:

- Excellent communication skills both written and verbal are essential. This position requires a strong command of the English language.
- Proficiency with Microsoft Office.
- Accounts Payable knowledge, preferably in Sage.
- Coping with time constraints and ability to coordinate multiple projects.
- Strong attention to detail and accuracy.

FORMAL EDUCATION OR TRAINING:

- Post-secondary diploma in Business Administration.

EXPERIENCE:

- Experience in a customer service oriented position and/or Accounts Payable.
- Proven ability to work to deadlines with a high degree of accuracy.
- Knowledge of the golf industry, preferred.

APPLICATION DETAILS

Golf Ontario thanks all applicants and will contact only those who will be invited for an interview. Qualified/interested candidates should forward a detailed resume and cover letter with relevant experience and salary expectations, in a MS Word or Adobe PDF format, by **January 31, 2021** using the following details:

Email: jobs@gao.ca

Subject: Coordinator, Business Administration

Golf Ontario is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify Human Resources at 905-852-1101.

GOLF ONTARIO

With over 92,000 individual members, 450 member clubs and more than 20 outstanding staff, Golf Ontario is one of the largest golf associations in the world. From rating courses and keeping the integral rules of the game intact, to developing the sport at the grassroots and high performance level, to hosting the best amateur championships in Canada and leading and supporting the Ontario golf community, Golf Ontario is committed to driving more people to play golf, more often, starting at a younger age.