



## ADMINISTRATIVE ASSISTANT

**Swim PEI Inc.** the Provincial sport governing body for competitive swimming in Prince Edward Island is seeking a Part-time Administrative Assistant. The position will be to a maximum of ten (10) hours per week. Reporting to the Executive Director of the Swim PEI, the Administrative Assistant provides administrative support to the staff and volunteers to ensure the smooth operations of the office, and support to member services.

Duties include general office functions; responding to telephone calls and emails; preparing and distributing correspondence; providing information to the public, members, and volunteers; scheduling meetings; maintaining filing and database systems; maintaining website and social media presence, event registration; provide bookkeeping services, attending to banking; preparing monthly financial reporting and other tasks as may be assigned.

The successful candidate will possess:

- well-developed organizational skills, problem solving ability and sound judgment;
- strong attention to details;
- the ability to multi-task and prioritize;
- excellent verbal and written communication ability;
- strong interpersonal and customer service skills;
- initiative and self-motivation;
- the desire and ability to work in a small team environment;
- a diploma in Office Administration with at least 1-3 years of administrative assistant experience, or other equivalent experience;
- proficiency in Microsoft Office (Word, Excel, Power Point);
- Experience using Sage 50 account software is considered an asset;
- previous work experience associated with competitive swimming or sport administration will be considered an asset.

The **deadline** for applications is **October 20, 2023**. Please submit your resume and cover letter to:

Janet Duval  
executivedirector@swimpei.com

A job description can be found [here](#).

Please note that only those candidates being selected for an interview will be contacted.