

## **Sport Dispute Resolution Centre of Canada (SDRCC)**

**Application Deadline:** February 19, 2010 **Starting Date:** March 22, 2010 or before

**Position:** Administrative Assistant

The SDRCC was established on April 1, 2004 under the Physical Activity and Sport Act of 2003 to ensure the fair, equitable, transparent and timely resolution of disputes in Canadian sport, including such disputes as team selection and carding of amateur athletes. Effective June 1, 2004, the SDRCC became responsible for the adjudication of domestic doping cases in Canada. The SDRCC office is located at 1080 Beaver Hall Hill, Montreal, Quebec, Canada.

### **Administrative Assistant**

The SDRCC is looking to hire a permanent full-time administrative assistant to provide administrative support to the Executive Director and the Dispute Secretariat. The successful candidate will work at the SDRCC office in Montreal, Québec.

Responsibilities: The Administrative Assistant's primary responsibilities will be to assist the Executive Director in the corporate affairs and in the general administration of the office and of the Dispute Secretariat. In charge of reception duties and general operations of the office, the incumbent will be the primary point of contact for visitors and callers and the primary liaison for suppliers, and will also be responsible for handling incoming and outgoing correspondence, maintaining calendar and databases up to date, coding and classifying financial documents, preparing agendas, reports, materials and minutes of business meetings, and assist in the planning of annual events and conferences. The Administrative Assistant will also assist the Executive Director in managing the activities of the SDRCC when needed, including the elaboration of operational plans and the implementation of the education programs and communication plan.

Qualifications: This position will require high levels of versatility and interpersonal skills. The candidate will have strong organizational skills and be comfortable working in a busy and fast-paced environment. The candidate will have successfully completed training in office administration, or possess 3 to 5 years of experience as administrative assistant or office manager. The candidate must be familiar with the Windows environment and be literate in Word, Excel, Access, PowerPoint, Outlook and Explorer. The candidate must be fluent in French and English, possess superior verbal and written skills and be able to work in a team and actively contribute to a positive work environment. The candidate must be available for occasional evening or weekend work. Knowledge of the Canadian amateur sport system would be an asset.

The SDRCC is committed to building a skilled, diverse workforce reflective of the Canadian society. Thus it promotes employment equity and encourages candidates to indicate voluntarily on their application if they are a woman, an Aboriginal person, a person with a disability or a member of a visible minority group.

The SDRCC is committed to developing inclusive, barrier-free selection processes and work environments. If contacted regarding this advertisement, please advise us of any accommodation measure which must be taken to enable you to be assessed in a fair and equitable manner.

If you meet the above qualifications, please forward your resume, in confidence, to the contact information below. **SDRCC will only contact the successful candidates.** No telephone inquiries please.

Salary Range: \$35,600-\$42,000 per year, commensurate with qualifications and experience.

### **Contact:**

Selection Committee

Attn: Marie-Claude Asselin, Executive Director

Sport Dispute Resolution Centre of Canada

1080 Beaver Hall Hill, Suite 950, Montreal, QC, H2Z 1S8

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