



The Ice Palace Figure Skating Club is seeking an enthusiastic, highly motivated, professional to become our **Office Manager**.

We are a well-established club operating primarily out of the West Edmonton Mall and the Terwilligar Recreation Centre. We offer 65 hours of ice per week to approximately 1450 skaters from CanSkate to international level. Information about our club is available at [www.icepalace.ca](http://www.icepalace.ca).

Position requirements:

- Excellent communication, customer service, and interpersonal skills to be able to work closely with the Skating Director, CanSkate Coordinator, club membership, and our coaching team
- Extensive office administration experience and excellent organizational skills
- Dedicated to the sport of figure skating and familiar with Skate Canada programming
- Ability to take initiative and work independently
- Knowledge of basic accounting and ability to use Simply Accounting
- Ability to set up and manage on-line registration through Uplifter
- Excellent computer skills and proficiency with MS Office suite
- Detail oriented

This position requires approximately 30 hours per week. Remuneration is commensurate with qualifications. Please send resume in confidence to Ravi Walia at [rwalia@icepalace.ca](mailto:rwalia@icepalace.ca). We are also seeking a CanSkate Coordinator and would consider joining the two positions into one.