



**WE ARE
HIRING!**



Hockey Office Administrator

Accepting resumes & cover letter to resume@pgmha.com until July 20, 2026

Start August 10, 2026 / Full Time / hourly rate TBD (\$20-\$28/hr. negotiable)

Experience: Experience with a sport organization preferred

Tasks & Software skills:

- Manage data sets in different software platforms; experience in data management an asset.
- Follow & Reference Policy
- Perform administrative duties
- Process improvement
- Website management and WordPress experience an asset
- Registration system implementation (e.g. TeamSnap, Hockey Canada - training provided)
- Google Docs
- MS Excel
- MS Word
- Multitasking

Additional Information:

- Partially qualified applicants are encouraged to apply
- Speak, write and communicate in English fluently
- Complete & clear a Criminal Record Check
- Ability to work independently; be dependable
- Attention to detail; organized
- Ability to work in a fast-paced environment and under pressure

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