

RE: Job Opening
DATE: October 2, 2018



Member Services Administrative Clerk:

Indiana Soccer is seeking a highly organized, hardworking and self-motivated Administrative Clerk to assist with Member Services. The ideal candidate will report to the Associate Director with minimal direct supervision while maintaining detailed tasks. He or she needs to have superb time management and organizational skills. The successful candidate will be comfortable with general office operations, including electronic correspondence, data management, data processing, filing, and project specific work duties as assigned. Our Member Services Administrative Clerk is one of the faces of our organization, and therefore should have good people and communication skills in order to best serve our membership. We also hope that the successful candidate will help us identify ways we can be more effective and efficient by contributing fresh ideas for improvement.

Responsibilities:

- Handle office interactions with outside visitors. Connect visitors to the right department.
- Answer company emails and phone, and direct communications to the appropriate person or department.
- Process daily the US Mail. Manage UPS/FED EX deliveries to and from Indiana Soccer.
- Use the web-based registration system to process player registrations (youth & adult).
- Maintain accurate information of member clubs board of directors and registrars.
- Assist in maintaining up-to-date member club/league profiles and documents.
- Invoicing clubs/leagues for registrations fees and tracking payments.
- Attend weekly staff meetings. Attend other department meetings when needed.
- Occasionally travel off-site to meet with member clubs/leagues.
- Assist with website content maintenance for Member Services related pages.
- Keep official website calendar up to date with all Indiana Soccer events and activities.
- Assist with production of and attend member programs when assigned (i.e. cups, league meetings, annual general meetings, etc.)

Skills Required:

- Good organization, scheduling and time management skills.
- Able to complete tasks by deadlines.
- Previous experience with administrative duties in an office setting preferred.
- Working knowledge of Microsoft Office (i.e. Outlook, Excel, Word, Power Point, and SharePoint)
- Excellent communication skills.
- Working knowledge of Google Drive is preferred, but not required.
- Working knowledge of Gotsoccer (a web-based sports data management system) is preferred, but not required.

Please send all inquiries to Angel Hall. Please include your resume and two (2) references.

Angel Hall, Associate Director
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