



## Sport Dispute Resolution Centre of Canada

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**Application Deadline:** February 3, 2023

**Starting Date:** February 2023

**Position:** Administrative Assistant to the Office of the Sport Integrity Commissioner

The Sport Dispute Resolution Centre of Canada (the Centre) was established on April 1, 2004 under the Physical Activity and Sport Act (S.C. 2003, c. 2) 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. On July 6, 2021, following a public call for applications, the Minister designated the Centre to deliver the independent safe sport mechanism at the national level. As a result, the Office of the Sport Integrity Commissioner ("OSIC/Office") was created and began its first phase of operations on June 20, 2022.

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### **Administrative Assistant to the Office of the Sport Integrity Commissioner**

The Centre is looking to hire a permanent and full-time permanent employee to provide administrative support to the Office of the Sport Integrity (the Office). The Office's place of business is currently located at 1080 Beaver Hall Hill in Montreal, Quebec, and the successful candidate will be expected to work in a shared office environment and remotely.

**Responsibilities:** The Administrative Assistant's primary responsibilities will be to support the Sport Integrity Commissioner in the coordination of various activities and projects related to the Office, sorting, researching and routing routine correspondence of the Commissioner and the Office. Other duties include (i) maintaining the Office's calendars and facilitating the organization of various meetings (ii) following up on invoicing (iii) filing and keeping up to date the Office's documents, databases and files, and (iv) preparing activity reports and other operational documents. The Assistant will also collaborate with staff of the Office and of the Centre for various tasks of the Office, including to assist in the planning of events, the elaboration of operational plans, following up on logistics, general correspondence and monitoring the achievement of the Office's strategic objectives.

**Qualifications:** This position will require high levels of versatility and interpersonal skills as well as the ability to maintain a high degree of discretion, an ethical sense of duty, and confidentiality. The candidate will have strong organizational and communication skills and be comfortable working in a busy and fast-paced environment. The candidate will have a bachelor's degree or successful completion of training in office administration or as legal assistant, and possess a minimum of 5 years of experience as an executive assistant, legal assistant or similar role. The candidate must be familiar with the Windows environment, be literate in Microsoft Word, Excel, Access and Outlook, and possess a solid knowledge of web-based communication technology. Fluency in French and English, superior verbal and written communication skills, attention to detail and time management skills are essential. Occasional evening or weekend work may be required. Work experience in a legal, administrative or judicial environment, a general knowledge of the Canadian amateur sport system as well as experience with project management tools and computer technology would be considered assets.

The Centre is committed to building a skilled, diverse workforce reflective of Canadian society. It promotes employment equity and encourages candidates to indicate voluntarily on their application their gender identity or expression, if they are Indigenous, a member of a visible minority group or a person with a disability.

The Centre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted regarding this competition, please advise us of the accommodation measures 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. **Centre will only contact the shortlisted candidates. No telephone inquiries please.**

**Salary Range:** Commensurate with qualifications and experience.

**To apply:** Please send a cover letter and a curriculum vitae to [applications@crdsc-sdrcc.ca](mailto:applications@crdsc-sdrcc.ca)