

## ***OPERATIONS ADMINISTRATOR***



### **REPORTS TO:**

Sportfolio Manager

### **JOB SUMMARY:**

The Operations Administrator will assist and support the Operations Division in various administrative tasks including daily data entry, athlete updates, travel authorization, expense reports as well shipping and receiving support.

### **RESPONSIBILITIES:**

- Support the Operations Division through various tasks, to include:
- Maintenance of athlete whereabouts submissions.
- Filing and document management for the Olympic, IT, Drug Reference and Sport Testing and Resources (STAR) Divisions.
- Data entry for the Olympic Division including but not limited to International Testing.
- Preparation and coordination of mailings to athletes, National Governing Bodies (NGBs) and the United States Olympic Committee (USOC) regarding Whereabouts Failures (Filing Failures & Missed Tests).
- Preparation and coordination of mailings and correspondence to key stakeholders and constituents.
- Preparation and compilation of reports related to testing updates, testing statistics and others as assigned.
- Preparation and compilation of expense reports.
- Assist in coordination of travel related needs.
- Assist with shipping and receiving as necessary.
- Support staff in assigned project based work.

#### **General**

- Maintain confidentiality at all times.
- Projects and other duties as assigned.

### **REQUIRED QUALIFICATIONS:**

- Some University education and/or related coursework or 2 years experience in a related field.
- Excellent organizational skills and attention to detail.
- Ability to multitask and to work accurately under pressure.
- Excellent oral and written communication skills.
- Ability to work with various levels of management.
- Ability to meet deadlines.
- Ability to adapt to changing work assignments.
- Proficiency in MS Office programs (Word, Excel, and Outlook).

### **DESIRED QUALIFICATIONS:**

- Proficiency in database management desired.

# Core Competencies

## **Organizing and Efficiency –**

*Plan and handles work in an efficient systematic way, works with timelines and ensures efforts and output are coordinated*

- Put processes in place for individual tasks to maintain an even work-flow and produce work efficiently and in a timely manner
- Prioritize work
- Assist in all administrative duties for assigned tasks, events, projects, programs, presentations, conferences, and seminars within the division and/or organization
- Complete administrative tasks accurately and on time

## **Record Keeping/Filing –**

*Keeps accurate records and has continuity in filing and storing of records*

- Responsible for the maintenance and up keep of all records and files within the division

## **Quality and Quantity of Work –**

*Produces work that is clear and precise with respect to the volume of work produced*

- Take pride in work
- Produce work accurately and with efficiency
- Take initiative
- Meet deadlines
- Able to handle general and bulk correspondence and mailings

## **Attention to Detail and Follow-Up –**

*Attends to details and follow-up*

- Demonstrate accuracy, thoroughness, follow-up and attention to detail
- Responsible for distribution of deliverables and follow up to make sure deliverables reached their destination
- Develop or apply a method of tracking details to ensure tasks are accomplished

## **Other Core Competencies –**

*General Core Competencies as assigned*

- Balance team and individual responsibilities
- Contribute to building a positive team spirit
- Observe safety and security procedures
- Perform projects and other duties as assigned