



*Ontario Minor Hockey Association*  
25 Brodie Drive, Unit 3, Richmond Hill, Ontario, L4B 3K7  
Tel: 905-780-OMHA (6642) Fax: 905-780-0344  
Go to the net at: [www.omha.net](http://www.omha.net) · E-mail: omha@omha.net

## **Employment Opportunity – Registration Assistant**

### **RICHMOND HILL, ON:**

The Ontario Minor Hockey Association, founded in 1935, is the largest minor hockey association in the world and oversees a participant base of 300,000 consisting of players, coaches, trainers, officials, hockey volunteers and parents across the province. The OMHA has 245 active member minor hockey associations and annually coordinates 31 leagues and approximately 600 development clinics throughout Ontario. For more information please visit [www.omha.net](http://www.omha.net).

The Ontario Minor Hockey Association is inviting applications for the position of REGISTRATION ASSISTANT. The position is located out of the Richmond Hill office.

### **Main Responsibilities:**

Reporting to the Manager, Membership Services - main responsibilities include:

- Receive and process both incoming and outgoing transfers of players between OHF Member Partners and Hockey Canada branches
- Provide customer service support to membership for Hockey Canada Registry (HCR) queries
- Educate membership/Regional Executive Members on HCR process
- Liaise with Hockey Canada Registry staff regarding issues pertaining to the efficient use of the HCR
- Perform tasks related to the registration of teams in the HCR and maintenance of Centre Registration information
- Assist with all aspects of the day to day operation of the OMHA Registration Department
- Assist with the distribution of OMHA materials

### **Qualifications and Experience:**

- Secondary school diploma
- Minimum of 1 – 3 years in office work
- Strong computer, organizational, communication and customer service skills
- Knowledge of OMHA/OHF/Hockey Canada rules, regulations, policies

Salary range and benefit package will commensurate with qualifications.

Qualified applicants are invited to submit their resume and cover letter no later than August 29th, 2011 at 5:00 pm to:

Ontario Minor Hockey Association  
25 Brodie Drive, Unit 3  
Richmond Hill, ON L4B 3K7  
Email: [omha@omha.net](mailto:omha@omha.net)

We thank all applicants for their interest, however only successful applicants will be contacted for an interview. No calls please.

DATE POSTED: August 23, 2011

Member of:

