

Pottsville Beach Sports Club

Administration Officer

A fantastic opportunity has become available at the Pottsville Beach Sports Club for a proficient and experienced Casual Administrative Officer approx 25hrs per week including some weekends & nights. This is a dynamic, fast-paced unit and the successful applicant will start immediately.

In this role you will provide support to the Administration Manager & customer service as the first point of contact on the front counter.

Responsibilities:

- Answer all incoming calls – distribute calls, take messages
- Be the first contact for customers
- Maintain accounts payable
- Purchasing - ordering stationery
- Maintain membership database
- Assist with payroll
- Assist with end of month accounting
- Data entry
- Bar experience would be advantageous

You will need:

- Excellent administrative skills
- Ability to work autonomously and as part of a team
- Ability to effectively time manage and prioritise multiple tasks
- Excellent communication and customer service skills
- Strong problem-solving skills
- Experience in the use of Reckon would be advantageous
- Advanced Microsoft Office skills
- Professional attitude and presentation
- Current RSG/RCG
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This role represents a great opportunity within a friendly, positive and professional team. If you are immediately available and meet the selection criteria, please send your resume and cover letter to Anna accounts@pottsvillebeachsports.com - Closing date 3 October 2017