

Centre Administrator Position Description

Position Title: Centre Administrator

Reports to: Centre Manager

Location: Mosey Grayson Memorial Gymnasium, Behind Nelson Intermediate School

Roles and Responsibilities of the Centre Administrator

- Will provide a friendly, helpful and organised frontline assistance to athletes, parents, contractors & other visitors to Gymnastics Nelson.
- Answer and respond to phone calls, emails and counter enquires.
- Manages all Centre bookings for birthday parties and visits including pre-schools & schools.
- Send out communications to all members including termly newsletter
- Ensure the Centre is clean and tidy at all times including the toilets and upstairs glass balustrade.
- Enter athletes into local and out of region competitions
- Book accommodation and travel for coaches travelling to out of region competitions.
- Invoice all members for term fees, visits, birthday parties and competitions
- Follow up with all outstanding fees
- All aspects of payroll
- Payment of all monthly bills including PAYE & GST in consultation with Treasurer
- Manage credits and refunds
- Complete any other duties as required by the Centre Manager.

Skills Required

- Strong interpersonal and customer service capability with excellent verbal and written communication skills.
- Strong logistics skillset with an ability to complete tasks to a deadline.
- Familiarity with, and competency in database management (preferably Friendly Manager).
- Experience with financial processes.
- A moderate level of Microsoft suit and IT literacy, bringing operational efficiencies to enhance the customer experience.

Hours of work

- 13 hours per week September through to the end of March and
- Up to 15 hours per week April through to the end of August (competition season)

General

- Hours of work are to be agreed to with the employer and are to be worked in the Centre.
- Applications need to be a New Zealand resident. Visa support is not offered.

If you are interested in joining our team and you have the knowledge, ability and enthusiasm to fit this role, please email denniecapell@yahoo.co.nz Gymnastics Nelson's President providing a CV and covering letter with your application. Applications will be reviewed as they are received. Closing date is Wednesday 27 March 2024.