



# JOB DESCRIPTION

## Office Administrator - Boughton Park

£11.80 per hour  
Part-time

We are now looking to add a new member to the team to fulfil the role advertised above. This position is offered on a part time basis based on 20 hours a week. We are looking at 9.30am to 1.30pm or 10.00am to 2.00pm and can be flexible in the timing daily to fit round the successful applicant.

The role will cover all aspects of the office administration, dealing with enquiries, membership applications and processing, tee and court bookings, some cash balancing, stationary and other supply orders, members correspondence, some health and safety administration and catering and event co-ordination. It will be varied and rarely boring and can be challenging at membership renewals and Christmas party time.

The job would suit someone with previous administration or co-ordination experience. They will need good IT skills and be familiar with word and excel. They will need strong communication and people skills as well as good attention to detail and accuracy. Previous experience of working in a sports or social club, event centre or hotel may be the right environment from which to develop further. Knowledge of Golf or Tennis would be beneficial although not a requirement. An understanding of the aims and goals of a members club would also be beneficial. Previous experience of being or working with volunteers would be advantageous.

### The Rewards:

Reduced fees for membership to play any of the sports on offer at the club after a qualifying period.

Access to the catering and bar facilities with a discount applicable to members for these facilities.

Use of the catering facilities for you and your family as long as you are present.

A warm and friendly work environment based in a beautiful location with free car parking.