

**Job Title:**

Administration Officer

**Reports to:**

Bowls Wellington General Manager

**Location:**

This position is located at the Bowls Wellington office at Pelorus Trust Sports House, 93 Hutt Park Road, Seaview, 5010. The ability to work remotely is contingent on Bowls Wellington's approval. Some travel to assist in the delivery of sessions will be required.

**Job Type:**

Part-time fixed term contract for 6 months with potential opportunities to extend contract terms at completion. Approx 10 hours per week.

**Key Responsibilities:****Customer Service:**

Provide exceptional customer service via phone, email and in-person, responding to inquiries and resolving issues promptly. Providing quality service to our key stakeholders and members.

**Bookings and Reservations:**

Coordinate bookings, and events with Schools as part of our "Youth, Have A Go" sessions. Co-ordinating with our program deliverer and keeping an up-to-date schedule of sessions.

**Administrative Tasks:**

Perform various administrative duties, including data entry, filing and record-keeping.

**Marketing Support:**

Assist with promotional activities, social media updates and event planning.

**Communication:**

Liaise with staff, management and key stakeholders.

**Youth Delivery:**

Assist with the delivery of some sessions in our Youth programs.

**Requirements:****Administrative Experience:**

- Proven experience in administration, customer service or a related field.

**Communication Skills:**

- Excellent written and verbal communication.

**Organisational Skills:**

- Ability to multitask, prioritise and manage time effectively.

**Technical Skills:**

- Proficiency in MS Office and Google Docs as well as the ability to learn new software.

**Teamwork:**

- Ability to work collaboratively in a sporting environment.

**Flexibility:**

- Willingness to work varied shifts, including some evenings and weekends.

**Desirable Qualifications:****Operational Accountability**

- Accepts accountabilities for all tasks and targets agreed with Bowls Wellington.
- Can make informed decisions and takes responsibility for the outcomes.

**Relationship Management**

- Presents a professional image and inspires confidence in a decisive way.
- Demonstrates excellent communication skills and at gaining buy in for ideas with others.
- Ensures that people are treated with respect in all activities.
- Can build and maintain positive working relationships with people at all levels within the sporting and Schools sector, not limited to the bowling community.

**Administration Officer Should be:**

- Positive and energetic.
- Motivated to make a difference.
- Honest, hardworking and easy to build positive working relationships with.

**What We Offer:**

**Competitive Salary:** \$24.00 per hour

**Travel allowance:** When delivering sessions in youth programs.

**Opportunities for Growth:** Professional development and career advancement.

**How to Apply:**

If you're a friendly, organised and customer-focused individual, please submit your a cover letter to [info@bowlswellington.com](mailto:info@bowlswellington.com) letting us know your interest in the position. We look forward to hearing from you! Bowls Wellington is an equal opportunities employer committed to diversity and inclusion.