

Club Administrator
The Lansdown Tennis, Squash and Croquet Club, Northfields, Bath BA1 5TN

- 6 month part time role (3 days a week)
- Salary: £10,125 pa
- 17 holidays per year inclusive of bank holidays

RESPONSIBILITIES:

- Manage the membership database
- Cashiering of cafe and shop tills
- Manage and record all incoming payments
- Invoicing
- Manage stationery ordering
- Manage tournament payments and entries
- Monitor direct debit payments

REPORTING TO:

The Members Services Manager

NECESSARY SKILLS/EXPERIENCE:

- Previous role in administration
- Excellent attention to detail
- Efficient and organised
- Pro-active
- Knowledge of members' sports clubs (nonessential)
- Good inter-personal skills

To apply please send your CV, and a covering letter explaining why you are suitable for the role, to the address above. The full job spec can be viewed on our website at www.lansdownclub.co.uk

Closing date is 29th July, interviews to take place w/c 2nd August.