

Southampton Gymnastics Club

Job Advert

Club Office Assistant (*Temporary Position*)



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| Job Title: | Club Office Assistant (Temporary Position) | | |
| Department/Location: | Southampton Gymnastics Club, Cuckmere Lane, Southampton, SO16 9AR | | |
| Reports to: | Club Operations Manager | | |
| Hours of work: | 15 hours per week (Tuesday, Wednesday, Thursday 9.30 – 2.30pm) | | |
| Salary Range: | To be discussed – please email for more information. | | |
| Application By: | Wednesday 19 th February 2020 | Start Date: | February 2020 |

ROLE PURPOSE: To provide office-based assistance to the Club Operations Manager and Head Coaches

SKILLS REQUIRED:

1. Able to communicate effectively
2. Good working knowledge of Microsoft Office including word, excel and outlook
3. Reliable and able to work independently
4. Gymnastics knowledge/background
5. Have initiative
6. Able to prioritise and coordinate own work responding quickly to changes
7. Able to work well with others
8. Good Administration skills
9. Time flexibility to be able to work within the clubs operational framework is essential

TASKS INCLUDE:

- Event Organisation – Assist in organising and delivering events such as Mike Walker Invitational/Club competitions/Gala/Holiday Activities/promotional display
- Bookings and Facilities – Being responsible for the external bookings for the gym, meetings room, dance studio, parties, competitions, festivals and schools' days. To actively market and advertise the facilities to increase full utilisation of the areas.
- Support office staff with day to day running of the club
- Dealing with customer queries face to face, over the telephone and email. Working as part of the office team to ensure that a good level of service is provided to all the customers

How to apply:

Please complete an application form and email it to us – rachael@sotongym.co.uk

To be received by Wednesday 19th February. Interviews will take place week of 24th February.