Part Time Administrative Assistant Needed

Thank you for showing an interest in the role we need filled at the Brookfield Tennis Centre.

We are looking for a diligent, personable team player to help us improve our customer experience. We need an experienced and detail-oriented administrator to join our team. In the role, you will be responsible for various administrative tasks including data entry, enrolments, invoicing, customer enquiries, customer correspondence and program scheduling.

You will have the opportunity to work in a small family-owned business that is community based. You will contribute to a collaborative environment with a view to finding better and more efficient ways to make our clients more satisfied with their experience dealing with us. You will be a key member of our team and will play an important role in ensuring that our office runs smoothly and efficiently.

The ideal candidate will have excellent organisational and communication skills, as well as a strong attention to detail. If you are looking for a part-time job that allows you to develop your administrative skills and work with a small team, we encourage you to get in touch with us.

Qualities

- Can do attitude
- Disciplined
- Reliable
- Personable
- Ability to get things done
- Proactive
- Experience and skills
- Performing administrative tasks
- Client engagement
- More than a basic understanding of MS Excel & Word
- Customer engagement

If you are interested in exploring this in more detail please email us at tennis@brookfieldtennis.com.au with your resume attached.

Enquire Here

Thank you

John and Roanne