



Development Programme Administration/Receptionist

Position: "Office Extraordinaire"

Hours: Approximately 20-25 hours per week. This is a 12-month fixed term role with the possibility of extension.

We are an established not for profit sports association, based in Tauranga, who facilitate basketball from Waihi to Opotiki.

The Role:

We looking for an experienced office support person to join our busy team. Due to an increase in service we are creating a new position for a self-motivated Development Administrator/Receptionist to join our organisation. In this role, you will be dealing with people from a wide cross section of the community.

Duties/Responsibilities:

- Phone and Reception Duties
- Organising and Scheduling Training sessions and Appointments
- General Administration and office Duties
- Data Entry / Word processing

Essential Criteria:

- Minimum five years' experience working in administration roles or equivalent.
- Excellent Communication (written and oral) and Interpersonal Skills
- Self-motivated and able to work in a multi- disciplinary team
- Flexible with great organisational skills and ability to multi- task
- Effective Time and Stress Management
- Reliable, Honest and non-judgemental
- Ability to communicate with people from a wide range of cultural and social backgrounds
- Proficient Computer Skills. Working Knowledge of Word and Excel.
- Knowledge of website management

This role has plenty of opportunity for growth and development.

Applicants must be eligible to work in New Zealand.

If you have the requisite skills and experience then please send your CV in confidence to:

Mark Rogers, Tauranga City Basketball Association, email a cover letter and CV to gm@taurangacitybasketball.co.nz

Applications close: Friday 15 September 2017 at 5pm