

RICHMOND – Swim School Administrator

The SwimMagic Swim School team based at the Richmond Aquatic Centre is currently looking for a Swim Administrator to join the successful SwimMagic team.

The role is full time being 40 hours per week and will involve managing the day to day administration of the swim school and ensuring that the systems and procedures are all adhered to. The hours are based around the customer's needs of the busy time of our swim school and therefore may be outside a usual Mon – Fri, 9 -5 role. There is a level of flexibility around the exact days and times for the right candidate.

The administrators role is to ensure a high standard of administration is maintained within the swim school at all times and help to investigate possible income streams to enhance the existing swim magic programme. A key focus for the role is efficiency and exceptional customer service levels at all areas from sales, to finding places for waitlisted customers to general day to day queries and accounts for our loyal customers. The role also includes working closely with schools (including School Administrators and Sports Coordinators) and funding providers to prepare and develop the correct documents for these programmes. This area involves work on proposals, funding applications, deliverables, invoicing and other programme relevant documentation, therefore attention to detail and the skill of working with others is essential for this role.

To be successful in this position you will need proven skills and experience in the following areas:

- Office administration, such as time management, data entry, booking systems, payment systems;
- Customer Service, greeting customers, problem solving, working closely with your team;
- A commitment to following policy & procedures, in particular Health & Safety;
- First Aid training
- An interest in swim school operations, water safety and general health, fitness and wellbeing

The position requires the ability to work autonomously within an established swim school network, while being able to recognize best practice and strive for continual improvement to ensure systems are effective, efficient and unbeatable.

If you have initiative, a positive approach and feel you are the right person to join our team please apply via email to Alisha on alp@clmnz.co.nz with your current CV and cover letter with the reference - **SSADMINTAS**.

Applications close Sunday 4th October 2020.