

Whangarei - Swim Magic Administrator

The Whangarei Aquatic Centre is seeking a motivated, competent, and people centric, person to drive the centres admin side of their Learn to swim.

The position includes; facilitating the delivery of both programmes to a high standard, ensuring Swim programmes meet there respective national CLM delivery and administrative practises, and aligning with the overall facility culture and ethos. The position requires an understanding of swim teaching, competent administrative abilities, and a passion working with children in an aquatic environment.

The ideal candidate will be:

- Professional and motivated
- Be able to work well in a team
- Be customer focused and competent in face to face meetings, emails and through phone
- Be confident and efficient in business administration skills
- Have a passion for working with and helping children

Relevant qualifications and experience will be advantageous. We offer competitive rates of pay, ongoing training and development and full use of the facilities. This great facility is open 7 days of the week, so you must be able to be flexible with your working arrangements and must be able to work weekends.

If this sounds like you, please send your CV with covering letter to Alisha at Alisha.Patel@clmnz.co.nz

Applications close Monday 19 October 2020.