

Membership & Administrative Services

Are you looking for:

- Work-life balance
- Avoidance of traffic and parking issues
- Being part of a small friendly team
- Working for a not-for-profit in Remuera

This 25 hour per week part-time permanent position has become available at the Auckland Bridge Club.

Background:

Auckland Bridge Club owns its own premises in Remuera and has over 750 members. It is one of the largest and oldest Bridge clubs in NZ. It runs and hosts a number of bridge sessions and tournaments during the year. It aspires to be the pre-eminent teaching club in New Zealand. Its rooms and resources are used by other groups during the year. It is a registered charity.

Purpose of Position

This role is the face of the Club, welcoming members – existing and new – to the Club. Its focus is to ensure the smooth running of the Club from the members' perspective -ensuring their needs are met, they feel valued and they can quickly and easily engage with the Club. As well as customer service and membership support there are other administrative requirements.

Description

This is a permanent part time role expected to average 25 hours a week – 9.30 to 2.30 daily. This role supports and reports directly to the Club Manager. **It is essential to have a knowledge of Bridge.**

We are looking for someone who

- has knowledge of the game of Bridge
- is experienced with cash management, Myob bank reconciliations and can multi-task
- has a positive friendly attitude. remains unflustered during busy periods
- customer focussed and relates to our members to ensure their needs are met
- experienced in MYOB accounting software and the Microsoft office suite.
- pays attention to detail

If this describes you we would love to hear from you! Contact Julie Mitchell, Manager if you have any questions or send your CV and a covering letter outlining your interest in the position and what you can bring to the role. Following contact by phone or email a job description will be sent out to you.

Hourly rate: commensurate with skills and experience

Employment is on a permanent part-time basis.