

Sports Complex

Receptionist

Job Description

The Sports Complex wishes to recruit a secretary receptionist to join a team of sport and recreation staff in the delivery of a high quality service to customers. Good information processing, administrative and communication skills are essential.

- The person appointed will be expected to;
- Record and maintain data related to service.
- Assist in the organisation of events and short courses.
- Be responsible for the handling of cash and the till system.
- Maintain the booking systems and act as an information source on all aspects of the service.
- Secretarial work including typing, use of word processors and word processing facilities, use of photocopiers and binding machines, filing, making arrangements with the caterer for lunches or other special events, maintaining Sports Centre data on the computer.
- Answering questions from customers, prospective customers, referring customers to contact points from which they can obtain further information.
- Maintenance of Sports Centre accounts, checking invoices, ordering equipment and supplies in accordance with purchasing procedures, checking on delivery dates and maintenance contracts, numerical work including the preparation of statistical material.
- Maintenance of annual leave records of Sports Centre staff.
- Where appropriate supervision of secretarial staff at Grade 1 level and/or trainees.
- Any other duties which may be assigned from time to time by the Sports Administrator or his/her nominee.

Salary Scale: **£13,917 - £17,583**

Closing Date: **28th September 2001**