

CAREERS

FRONT DESK FULL AND PART TIME ROLES

Are you enthusiastic about delivering exceptional customer service and administration support? Do you love working in a fun and professional team around children?

Come and join our North Harbour Gymnastics office administration team at Eventfinda Stadium. We currently have two positions (Full and Part Time) available.

Full-Time position: 40 hrs (5 days) per week with one compulsory weekend day, 08.30am - 5.30pm.

Part-Time position: approx. 24 hrs (3 days) per week with one compulsory weekend day, 08.30am - 5.30pm.

Both roles are based at the front desk and involve the following tasks:

- General administrative tasks, data entry, office filing
- Answering queries across the counter, by phone and by email
- General housekeeping tasks
- Reception duties
- Accounts and Events support when needed
- Establish positive and professional relationships with parents, gymnasts and staff

Full training given as required.

To be successful in one of these roles you will need to demonstrate the following attributes:

- Strong administration skills
- Excellent verbal & written communication skills
- Excellent levels of computer literacy skills
- Comfortable working with MS Office (Outlook, Word, Excel)
- Attention to detail and accuracy
- Ability to work independently and in a team environment
- Be an effective communicator
- Be punctual and reliable

If you are interested in joining our team then please forward your resume and cover letter to milena@nhgym.co.nz

Applicants for this position should have NZ residency or a valid NZ work permit.