



SPORTS ADMINISTRATOR

PRIMARY JOB PURPOSE

To assist the sports team in the daily administrative duties of the department. Ensuring prompt payments, planning, and organizing events. Assisting with administrative procedures for the sports department

KEY RESPONSIBILITIES

- Stock management – Ordering of stock, processing invoices, approvals, purchase orders and submitting for payment. Stock capturing, stock takes and management of stock movement processes
- Sports invoice processing and payment - Ensuring supplier and contractor invoices are submitted, approved, and paid timeously
- Monthly reporting - Pulling relevant monthly sports data reports and assisting Sports Assistant managers with compiling of sports usage reports
- Sports event planning – Assist with event planners and checklists. Communicate requirements and responsibilities to relevant team members. Ensure Function sheets have been requested for all upcoming sports events. The function sheets have been sent to the relevant manager or team member to be checked
- Conduct weekly stock take and sports equipment – use the sports stock sheets in place.
- Route checking for MTB trail and running trail. Clean, all signage up and report anything needed or not correct.
- Capturing and compiling of billing sheets for member events, clinics and tournaments.
- Roles at functions – set up and breakdown of all sporting equipment at sport-related events.
- club runs, marking routes, water points, activities at family fun days, setup and breakdown of lawn games and participation in games and children’s activities, including but not limited to:
 - Camp outs
 - Holiday Clinics
 - Marking, set up and breakdown for Club Runs
 - Involvement in staff sporting events
 - Race pack allocation for selected events

PERSONAL ATTRIBUTES & SKILLS

- Driven, self-starter with strong customer service skills
- Well organized, able to focus on multiple tasks and work independently.
- Strong Computer Skills (MS Office suite - Word, Excel email, and report writing)

- Strong Communication skills (Written and Verbal)
- Great social and interpersonal skills.
- Strong attention to detail.
- Knowledge of sporting codes.
- Must be able to and willing to work with children.
- Creative and forward-thinking.
- Able to work early mornings and late nights.
- Be able and willing to work weekends and holidays.

MINIMUM / PREVIOUS EXPERIENCE

- 1 – 2 years of administrative experience.
- 1 – 2 years' experience in a similar role or sporting environment.
- Physically fit and active individual.
- Physically able to assemble equipment.
- Active knowledge in the field of sports be up to date with everything.
- Readily available to participate in sports.

QUALIFICATION

- Matric or equivalent.
- Tertiary qualification in Sports Marketing or Sports Management (preferred)
- Valid SA driver's license (advantage)

PROPERTY

- Auckland Park and Woodmead

APPLY NOW!

APPLICATION PROCESS:

Interested employees must complete the application form and submit with their CV's to careers@ccj.co.za by no later than 18th July 2024.