



## RACQUETS ADMINISTRATOR

### ***PRIMARY JOB PURPOSE***

To assist the racquets team and sports managers in the daily administrative duties of the racquets pavilion. Assisting with administrative procedures, stock management and day-to-day facility management.

### ***KEY RESPONSIBILITIES***

- Stock management – Monitoring of stock, requesting new stock, monthly and weekly stock take
- Monitoring of the facility - checking the tennis courts, padel courts and surrounding areas, regularly to ensure the clubs facilities always meet the standard of expectations. Assist with the day-to-day running of the check-in facility and staff.
- Monthly reporting - Pulling relevant monthly racquets pavilion data and assisting Sports Assistant managers with compiling of reports
- Padel events – Responding to enquiries, liaising with members to co-ordinate padel events. Assist with event planners and checklists. Communicate requirements and responsibilities to relevant team members.
- Member engagement – interact with members, gather feedback and assist in ideating new ideas to improve the member experience at the racquet’s facility.
- Capturing and compiling of data for clinics and tournaments.
- Running and assisting in organising member socials and other weekly/monthly events. Organising new social events for members.
- Management of member WhatsApp groups.
- Monitoring the booking system, performing regular tests, ensuring members are adhering to booking rules.
- Capture content for social media.
- Assist with ideas to enhance member engagement and participation in event.

### ***PERSONAL ATTRIBUTES & SKILLS***

- Ability to work well with team members
- Honest and reliable individual
- Attention to detail and accuracy
- Strong communication skills
- Customer service orientated
- Strong administration skills
- Competent computer skills in Microsoft Office suite

## ***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***

- Minimum Matric
- Sports Management Degree is beneficial

## ***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](mailto:careers@ccj.co.za) by no later than *27<sup>th</sup> August 2024*.**