

GYMNASTICS COMMUNITY TRUST

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Gymnasium

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14th June 2017

North Harbour Gymnastics Administration Support Position

Love working with children and love Gymnastics? Come and join the North Harbour Gymnastics Team.

We are currently looking for a part time administration support person to work in our office during peak times.

The successful applicant will:

- Have a strong focus on effective, friendly and professional customer service at all times
- A supportive and team focus is encouraged in the approach to all duties
- Preferably have administration experience
- Be a Team Player, wanting to become part of our family of Coaches, Staff, Volunteers and Gymnasts
- Preferably have a Driver's License and their own transport
- Be efficient and have great time management skills

Hours of Work

Monday – Friday	3pm – 6pm
Saturday	9am – 2pm
Total	20 hours per week

School Term only

Our club has a strong focus on ensuring the best experience to every person who comes through our doors. We would like someone who has a positive, can do attitude who strives to give an excellent level of customer service at all times.

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

All applications must be in by Friday the 30th June. Please send your CV and a cover letter to:

Mike Thompson
ceo@nhgym.co.nz