

Administration Officer Trainee



We are seeking suitably person to fulfil the role of Administration Officer Trainee (full time) for our busy centre.

Previous experience in recreation, leisure, retail or ice skating is desirable.

As part of this role, you will learn the processes relating to taking bookings, answer telephones, responding to general enquiries and receiving admissions to the Centre and money handling.

You will also assist in the Ice Factor hockey program with administration duties and possible assistant coach duties.

A high degree of computer literacy will be required and the applicant must have experience with Microsoft Office products. Excellent grammar and spelling will be required by the successful candidate.

The applicant must be able to work in a fast paced environment and capable of working with the general public. The hours of work will range between 6am – midnight. A set roster for day, evening and weekend shifts will be negotiated with the successful candidates. Weekend and evening work will be required.

The applicant needs to be aged between 18-25 and will undertake a Certificate III in Sport and Recreation (1 day per week).

The working hours will include day, afternoons and weekend shifts with additional hours during school holidays.

All enquires and applications should be addressed to the Human Resources Manager and submitted to matt@icearena.com.au

Applications close by 27th January 2014 at 5pm

