



Sevenoaks Leisure Centre Administration Manager Part-time 20 Hours per week £10,410 per annum

We are currently looking for a committed and enthusiastic team player who is able to work flexibly with us at our Sevenoaks Leisure Centre.

The role is primarily to provide administrative support to staff and managers, on a day to day basis. You will be the first point of contact when dealing with general customer queries therefore you will need to have good communication skills. You will process personnel and recruitment information accurately and timely and forward to Human Resources and Payroll, including staff timesheets and staff absences. Utilising the Company's financial system Sage, you will produce invoices for our regular hirers, produce orders and general accounts as well as manage daily banking procedures for the Centre in line with the Company's financial procedures.

You will also assist with the Direct Debit financial system for all memberships including cancellations, together with the production of performance management information where required.

You must be able to work under pressure within a small and busy team. You must also have good IT skills, including Microsoft Office (Excel and Word) and you need to be comfortable working with figures and data

Previous experience within an Administration role and leisure environment would be an advantage although full training will be given.

You will need to be able to demonstrate:

- Comfortable and adaptable in learning/using new databases and/or systems as required.
- Ability to build relationships and manage internal customers at all levels,
- Ability to deal with more than one task and a flexible attitude
- Excellent communication skills, both written and oral,
- IT literate in use of Excel, Word, and PowerPoint etc.
- Ability to work on own initiative and as part of a team
- Experience of maintaining spreadsheets
- Good organisational skills
- Good attention to detail
- Good analytical skills

In return for your commitment to providing an excellent service to our customers, we can offer you:

- Excellent annual leave entitlements
- First class staff training and development packages
- Free membership to the leisure centres
- Contributory Career Average Pension Scheme
- Friendly atmosphere

Please send your CV with a covering letter explaining how you meet the essential criteria to the Centre Manager: Karren.Halil@sencio.org.uk Closing date Monday 6 December 2021.

Sencio Community Leisure is committed to being an Equal Opportunities Employer.