



## **Office Administrator**

**Part Time Role – 20/25 hours per week (5 days a week from 9am)**

**Salary is competitive and commensurate with proven experience/training**

### **JOB PURPOSE**

As part of the management and administration function of Malton & Norton Golf Club you will be required to provide high quality flexible and competent support to the General Manager and Golf Club through provision of administrative, clerical, financial and other supportive functions.

Also support the high-level delivery of excellent service to the Board of Directors and Club Members and visitors as part of a busy team, ensuring work is completed within agreed standards and time frames.

### **MAIN DUTIES**

To work within the management and administrative area providing support across a variety of administrative, financial and clerical functions.

### **KEY REQUIREMENTS**

- One years' experience in a similar role
- Experience of using Microsoft Office/Sage/databases/Website and booking software
- Knowledge and application of financial systems, finance and accountancy, day to day finances and handling monies, along with on-line banking and adherence to financial regulations
- Understanding of how to provide excellent customer service
- Ability to deal with people, face to face, on the telephone and via email and letter
- Able to problem solve & work on own initiative
- Experience of data entry, payroll and data protection within the workplace

### **TO APPLY OR FOR FURTHER INFORMATION**

- Application deadline Tuesday 1<sup>st</sup> September 2020
- Apply with CV and covering letter to Richard Brown, General Manager at [gm@mngc.co.uk](mailto:gm@mngc.co.uk)
- For further information & full role descriptor call or email Richard Brown on 01653 697912 Ext2 or [gm@mngc.co.uk](mailto:gm@mngc.co.uk)