

## **Join Our Team as a Part Time Administration/Reception Officer at Finley RSC!**

Are you a warm and welcoming individual with outstanding administration skills?

Do you thrive in a dynamic environment where professional development is encouraged, and teamwork is celebrated?

If so, we want you to be part of our vibrant team at Finley RSC!

**About Us:** At Finley RSC, we prioritise our people. When you join our team, you'll not only enjoy a welcoming atmosphere but also access to numerous benefits and opportunities for growth. From ongoing professional development programs to discounts on food and coffee, we ensure our team members are happy, healthy, and motivated.

### **Position: Administration/Reception Officer**

**Role Overview:** As an Administration/Reception Officer, you'll play a pivotal role in providing administrative support while offering a friendly and efficient reception experience for our members and guests.

### **Your responsibilities will include:**

- Assisting with administrative tasks such as document preparation and function bookings.
- Maintaining club membership databases accurately.
- Welcoming guests and handling reception duties professionally.
- Providing support with credit card payments, invoicing, and reconciliation. (training provided)
- Ensuring timely and accurate entry of membership data into relevant systems.

### **Essential Criteria: We're seeking candidates who possess:**

- Post-secondary qualifications in administration or relevant experience (minimum 3 years).
- Proficiency in MS Office applications.
- Excellent verbal and written communication skills.
- Strong organisational abilities, including prioritisation and multitasking.
- Outstanding customer service skills with the ability to engage diverse audiences.
- Current unrestricted driver's license and access to a comprehensively insured vehicle.
- RSA, RCG certification or willingness to obtain.
- Hospitality, bar, and gaming experience (preferred).
- Availability to work flexible hospitality hours, including days, nights, and weekends.

### **Benefits**

Joining our team comes with numerous perks, including:

- Access to a professional development program for continuous learning.
- Training initiatives to acquire new skills.
- Discount on food and coffee.
- Fitness incentive for your well-being.
- Engaging team culture for motivation and inspiration.
- Room to grow in an expanding progressive organisation.



### **How to Apply**

Let us know why you believe you would be suitable for the role, highlighting your relevant experience, skills, and qualities. Please submit expressions of interest along with a cover letter and CV to [hr@finleyrsc.com.au](mailto:hr@finleyrsc.com.au) by April 28, 2024.

For enquiries regarding the role, please reach out to Colleen Cutts at [hr@finleyrsc.com.au](mailto:hr@finleyrsc.com.au).

### **Join Our Team Today**

If you're ready to bring your energy and administration skills to our team at Finley RSC, we'd love to hear from you! Apply now and embark on a rewarding journey with us.

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