

Administration Assistant (Maternity Relief Up to 12 months)

Parkes Services Club has been an intrinsic part of the community servicing members and guests for over 75 years. This vibrant club offers full bar and gaming facilities, bistro and café dining, a dedicated kids' play area, competitive and social squash facilities, and function rooms to host groups of up to 300 guests. The club is proud to be a central part of the annual Parkes Elvis Festival hosting live acts and entertainment during the festival, inviting guests to get All Shook Up with five full days of live shows.

Your opportunity

We are looking for an Administration Assistant to join our team on a full-time basis for up to 12 months (with possible continued employment after this period), working Monday to Friday 38 hours per week. Reporting to the Club Manager, the Admin Assistant will be a key member of the Club's Administration team. This is a fantastic opportunity for someone who enjoys a small team environment. You will have a hands-on style and will enjoy being a part of the day-to-day activities in the Club while being confident in your ability to drive financial success and deliver exceptional results.

As part of this role, you will be required to:

- Perform general office duties such as answering telephones, prepare vouchers and money for regular weekly raffles and promotions, prepare mail for posting, post and collect mail, monitor & ordering of office stationery supplies.
- Assist the Club manager with accounts by handling accounts payable and receivable using MYOB, handle general accounts enquiries.
- Assist with our functions by liaising with customers, taking bookings, preparing running sheets and distributing to relevant departments.
- Assist with promotions by selling and promoting the sale of tickets for entertainment using 123tix, assisting with bingo and raffles when required, creating, and putting up advertising posters, flyers around the club.
- Assist with the club's membership programme by inputting membership payments, balancing and resolving issues.
- Managing several excel spreadsheets.
- Clear poker machines and balance takings daily
- Maintain, refill, fix issues and understand workings of ATM's, C2C and CRT machines.
- Help in other departments when required such as bar, bistro, coffee shop.
- Be a hands-on part of our Guest Relations team, greeting guests and promoting the Club's entertainment calendar.

(This is just a sample of what the job entails)

To be successful in this role you will need:

- 2 years' experience in an administration role.
- RSA & RCG.
- Excellent communication skills both written and verbal.
- Excellent cash handling skills.

- Experience in MYOB AR/AE and Microsoft Word/Excel is essential; experience with SENPOS and Microsoft Teams is advantageous.
- Be able to work as part of a small team but also be self-motivated and work productively on your own.
- Can cope under pressure.
- Ability to learn new skills and programmes relevant to the club industry.
- Strong knowledge of multiple social media platforms like Facebook, and Instagram.

For more information and or a full Job description please contact our Club Manager, Cindi Murphy on 02 6862 1966 Monday to Friday 9am to 4pm or email operations@parkesservicesclub.com.au

How to apply:

To apply for this role please submit a brief cover letter, along with a resume detailing your experience.

operations@parkesservicesclub.com.au