**Stockport School of Gymnastics**

**Post Title:** Administration Assistant

**Responsible to:** Business Manager

**Location:** Stockport School of Gymnastics, Newby Road

**Hours:** 20 per week minimum, flexible to suit the needs of the business and the job holder.

**Salary:** Depends on experience but will be competitive.

**Office Assistant Job Purpose:**

General office duties to ensure that company processes run smoothly. Corresponds with customers, coaches and suppliers.

**Office Assistant Job Duties:**

Performs clerical duties, including, but not limited to, mailing and filing correspondence, preparing payrolls and answering calls.

Photocopies, scans, and files appropriate documents

Maintains accurate records and enters data

Assists with organising events when necessary

Conducts research and compiles data

Interacts with directors when necessary

Assists in setting up new client accounts

Maintains financial database records

Covers reception upon occasion

Maintains stock of supplies by anticipating work requirements.

Ensures Tuck Shop is stocked.

Answers customer questions

Performs additional duties when required.

Works on Customer database and Registration system (Gymbiz). Training provided.

Administer British Gymnastics Proficiency Badge system including restocking and printing certificates.

Any other duties as required by the needs of the business.

Be able to provide support for maintaining company website and social media presence.

**Office Assistant Skills and Qualifications:**

Previous Experience in a Related Field Preferred.

Exceptional Communication Skills

Ability to Maintain a Strict Level of Confidentiality

Proficiency in Microsoft Office Programs

Ability to Work Alone or As Part of a Team

Enthusiastic and Reliable

Knowledge of Basic Office Management Procedures