

Job title: NCSC Administrator/Receptionist

Reporting to: NCSC Manager

Location: Bisley

Hours: 40 per week.

Days: 5 days per week, this will include most weekends, Bank Holidays and one Evening a week during the summer period.

Mondays will be a day off (except Bank Holidays) with one other day per week as agreed With your Manager.

Reporting to: Manager of the Clays.

Overall Purpose of the role:

To support the smooth and effective running of the National Clay Shooting Centre and handle customers and their needs. Post holders are required to wear a uniform while on duty.

Key Result Areas:

1. Reception of customers

- To greet clients upon arrival, handle bookings and take payments for lessons and range use, including cashing up at the end of the day
- To respond to customer queries and take bookings either in person, by phone or e-mail.

2. Administration

- To carry out general administration and clerical duties
- To compile and maintain records for both membership and accounting

3. Competitions

- To help run and on occasions run competitions including data entry and finalisation of scores and prize money

4. Health and Safety

- To contribute to the safe running of the Centre
- To carry out all duties in accordance with the Centre's Health and Safety Policy and best practice

Personnel Specification

1. Enthusiastic and engaging personality, enjoying working in a customer environment
2. Basic skills in Word, Excel and Outlook

Salary Level: £18K plus benefits