



Job Description

Casual- Office Administration

Reporting to: Business Manager / General manager

Part time: Office Administration - Casual

Clerical Administration Grade 3-Level 4 under the Registered and Licensed Clubs Award 2020.

Hours of work: Weekdays. Approx 20 hours a week with the opportunity for more.

This Job description will form part of your duties at the Coro Club as part of the Award,

General Receptionist duties including but not limited to;

1. Front reception and telephone duties
2. Attending to all general club enquires
3. Emails and correspondence
4. Greeting & signing members & guest into the club
5. Signing up new members & renewing memberships
6. Online raffle tickets sales and enquires.
7. Bistro & Function booking enquires
8. Processing of payments for Q-Tabs
9. Filing and Mailing
10. Ensure Foyer & Reception area is tidy and well presented.

Accommodation

1. All general accommodation bookings and enquires.
2. New reservations
3. Check in and check out guest
4. Daily cleaning schedule for cleaners
5. Processing payment for accommodation
6. Charging virtual credit cards
7. Confirmation of reservations

MYOB & Accounts

1. MYOB Data Entry
2. Spreadsheet Data entry.
3. Entering purchase invoices
4. Collating invoices and statement
5. Entering Sales invoices
6. Filing as required
7. Assist the Clubs Accountant with EOFY preparation.



The Coro Club
20-26 Harward Road
GRIFFITH NSW 2680
02 6962 1180

General Enquiries: reception@coroclub.com.au
www.coroclub.com.au

Department Sales, Gaming, TAB & KENO reconciliation

1. Daily sales entries of TAB & KENO
2. Daily gaming sheet entering
3. Daily Bar, Bistro and Accommodation entries

Other Administration Duties

1. Morning Gaming Balance - Safe balancing, ATM & CRT refill.
2. Assistance to the General Manager and company Accountant as required.
3. General assistance with any Coro Club office administrative duties.

Essential Criteria:

1. Be well-presented and great attention to detail
2. Have a friendly, outgoing personality
3. Enjoy talking to people and have a passion for delivering exceptional customer service
4. Experience with general bookkeeping practices
5. Experience with Microsoft programs
6. Excellent time management and organisational skills

Please send your resume and covering letter to careers@coroclub.com.au