



## Office Receptionist & Admin Assistant

The Coro Club are seeking a highly motivated and organised Office Receptionist & Admin Assistant to join our team at The Coro Club. **This position is suitable for a GAP Year school leaver.**

### **About the Position**

In this role, you will be the initial contact for all enquiries for the Coro Club.

In your day, you will be responsible for a range of general admin tasks as well as provide support to the General Manager.

Hour of work are Monday to Saturday. Base Casual Rate \$30.13.

Min 38 hours available with additional weekend or overtime hours also available.

### **Responsibilities:**

General reception enquiries including but not limited to;

- Answering calls and greeting members and guests upon arrival
- Administrative tasks data entry, filing, cloud file management, mailing, banking etc .
- Assisting with bookings, check-ins and enquiries of Coro Club Motel.
- Assisting with reservations, check in and check out guests, general enquiries, payments and more.
- Assisting with Bistro, Function bookings and special events.

### **Essential Criteria:**

Be well-presented and great attention to detail

Have a friendly, outgoing personality

Enjoy talking to people and have a passion for delivering exceptional customer service

Experience with general bookkeeping practices

Experience with Microsoft programs

Excellent time management and organisational skills

### **What The Coro Club will offer:**

Awesome pay rates

A relaxed, fun work environment

Flexibility

Staff incentives

Great perks

Networking opportunities

Future career opportunities

Please send your resume and covering letter to [careers@coroclub.com.au](mailto:careers@coroclub.com.au)

Join our team and contribute to the success of The Coro Club