

Tennis Auckland Interclub Administrator

Tennis Auckland is looking for someone to co-ordinate, manage and grow our domestic interclub and indoor competitions. This is a full-time role based at the Tennis Auckland office in Stanley Street, Auckland.

Tennis Auckland is the largest tennis region in New Zealand with 52 member clubs and nearly 9,000 club members. Our competitions run throughout the year and we are looking for a positive, enthusiastic person to become part of our interclub team.

Key tasks:

- Plan, manage and run Tennis Auckland competitions, including: senior; junior and midweek interclub; Scarbro Caro Bowl; and indoor competitions
- Build and maintain positive working relationships with interclub stakeholders and the wider tennis community
- Be part of the Tennis Auckland Interclub Committee involved in decision-making on any interclub queries, complaints and disputes
- Co-ordinate key events on the interclub calendar including the Awards Night and Interclub Debriefs
- Involvement with and working at the ASB Classic, when requested

We are looking for someone who is highly organised and comfortable planning multiple activities. You will need excellent attention to detail and be confident communicating decisions both verbally and in writing. A knowledge of tennis and/or sports administration is required, as are solid computer skills including the Microsoft Office suite. A knowledge of Match Hub (formerly Configure Rankings) and/or online booking systems would be helpful.

We are a small team, so we need a positive person, who can roll up their sleeves and help out with daily administration tasks as well as keep an eye on the big picture. Ideally, you will look to improve our processes and develop our competitions, so enthusiasm and ideas are a must. All while enjoying coming to work each day.

If you're keen to join our team, please send a cover letter and CV to:

interclub@tennisaukland.co.nz

Applications close: **Friday 7th December 2018**