**Reception/Marketing and Communications Star**

Tennis Northern are looking for an energetic, enthusiastic person to front our reception desk at the Albany Tennis Park to take bookings along with some general admin work such as maintaining our data base. As such you must have great customer service skills and enjoy engaging with people.

We also want someone who understands social media and knows the difference between an Instagram and a telegram, can post on Twitter and Facebook and understands social networking to help advertise and market our facilities, programmes and coaches. You don’t need a marketing degree just be able to do it.

The ability to design promotional material and keep our website updated are also required and if you have experience with the Links or other online booking system that would be an advantage. However if you don’t full training will be given to the successful candidate.

We are a small versatile team and offer a vibrant and flexible working environment

The hours required to work are Tuesday to Friday 10.00am to 6.00 pm.

Remuneration will be relative to experience and skills set.

Please email [gm@tennisnorthern.co.nz](mailto:gm@tennisnorthern.co.nz) with a covering letter and your CV.