



## **We are Hiring!**

### **Administrator- Launceston Leisure Centre**

We are currently recruiting for an Administrator to join the team at Launceston Leisure Centre.

The main purpose of the role is to provide administrative support to the Leisure Centre, composed of general admin and HR responsibilities.

Duties to include:

- Recording and monitoring staff hours and holidays
- Creating and maintaining staff contracts and records
- Generating and maintaining advertising for the centre
- Researching and applying for funding
- Light bookkeeping duties such as inputting invoices and bank reconciliation
- Banking and cashing up responsibilities
- General administrative duties to support the day to day of the centre.
- Occasional cover of reception duties including serving customers and answering phone calls.

The ideal candidate will:

- Have strong administration and IT skills with confidence using Office 365 applications
- Be flexible and willing to take on new responsibilities as the role develops
- Have good attention to detail and be extremely organised
- Possess a willingness to stay on top of tasks and take ownership for work through to completion.
- Demonstrate previous bookkeeping experience
- Have the ability to work alone and as part of a team
- Demonstrate excellent customer service skills and interpersonal skills
- Previous experience in HR duties would be advantageous
- First aid training would be valuable.

To work a minimum of 8 hours per week- preferably split over 2 or 3 days; one of these must be Monday mornings.

Immediate start.

Rate of pay based on experience.

To apply please send a covering letter and CV to [Madeline.Potten@mandmplant.co.uk](mailto:Madeline.Potten@mandmplant.co.uk) or post to Madeline Potten C/O M+M Plant, Trethorne, Launceston, PL15 8QE