



Leinster Badminton

Part Time Administrator – Permanent

Overview

Leinster Badminton is the provincial body responsible for the administration and management of the sport of badminton throughout the province of Leinster.

A vacancy has arisen for the position of an experienced Administrator. Reporting to the General Secretary, the position is based in Leinster Badminton's busy headquarters in Dublin 12.

Key Responsibilities

- Assisting the General Secretary as required.
- Supporting the Chairperson, President and Hon.Treasurer in Branch matters.
- Assisting in managing the communication channels between the Leinster Executive Committee and sub-committees, clubs, schools and individual members.
- Monitoring the online court booking system. Assisting with tenant club and court bookings for the Centre, monthly invoicing of appropriate Court income and reconciliation of Court income received.
- General database administration including but not limited to Tournament Software, website and social media updates for the Branch.

Candidates

The position requires a friendly and organised self-starter with a flexible approach to multitasking. The candidate should have good communication skills and excellent telephone manner. Experience working in a busy front office environment would be beneficial.

Good working knowledge of Microsoft Office programmes is a must. A familiarity with social media channels and website administration would be an advantage.

Knowledge of badminton or sporting club activities would be advantageous but not essential.

Must be available to work evenings.

The position is part time (5 days). You will be required to work Monday to Thursday from 3.00pm to 7.00pm and Friday 9.30am to 6.00pm. Some flexibility may be required (including leave cover).

Salary is negotiable - depending on experience

Start Date – (Ideally) Monday September 4th 2017

Apply in writing with CV to the General Secretary at:

- **Email:** generalsecretary@lbbui.ie
- **Post:** General Secretary, Leinster Badminton, Terenure Badminton Centre, Whitehall Road, Dublin 12. (marked 'Private & Confidential')

Closing date for applications is 5.00pm on Wednesday 16th August 2017