



www.sportsco.ie

South Lotts Road Ringsend Dublin 4 T: 01 6687022

*Leisure for  
Life!*

## SPORTSCO

SPORTSCO is one of the leading leisure facilities in the country. We are based in the heart of Dublin 4 and operating since 1979. We are currently seeking an enthusiastic, highly motivated professional, to further enhance the services we provide to our members.

### • **Experienced Office Administrator (Full Time)**

Main Duties include:

- Provide high level administration and analytic support to provide a high standard of customer service to members
- Work closely with the CEO and Office Administrator on the administration of the business
- Quality Management Systems Auditing
- Managing member and potential member communications.
- Marketing of facilities and memberships
- Manage membership direct debits
- General Office Duties including cash handling and facility bookings.
- Updating membership data base and maintenance of same

The successful candidate will possess the following;

- Customer focused, good communication skills, and enjoy working as part of a team
- Excellent organisational, I.T. and interpersonal skills
- Relevant Experience and qualifications
- Ability to work unsupervised and show initiative
- Experience of working with Quality Management Systems
- Previous experience of working in a customer focused environment
- Demonstrate a good track record in your career to date
- Preferably experience in dealing with Membership management software

Salary Package will be commensurate with experience. If you thrive on responding to a challenge, we want to hear from you.

Interested candidates please e-mail full Curriculum Vitae, in strictest confidence by Friday 30<sup>th</sup> August to **Lorna Brady, C.E.O. SPORTSCO**

**[lorna.brady@electricireland.ie](mailto:lorna.brady@electricireland.ie)**