

## **Office Administrator – Coolock or Tallaght**

Report to: Manager, Assistant Manager, Duty Manager & Head Office  
Supervises: Part Time staff, Referees & Birthday Supervisors  
Salary: Competitive  
Work Conditions: 40-hour week with one weekend a month rostered on.

### **General Responsibilities:**

- \* Implement Procedures Manual
- \* Provide leadership to all PT & Referee & Birthday Supervisor staff
- \* Use your initiative to challenge yourself & all those around you to be achievers, and to increase sales and bottom line at Astropark
- \* Work to a roster system, including week-ends

### **Astropark Staff Responsibilities**

- To provide a quality, effective and efficient customer service to all customers.
- To assist Management in daily running of Astropark and complete various duties on daily basis.
- Promotion and Marketing of all Astropark Products, including Corporate Events, Block Bookings, Casual Bookings, Leagues, Tournaments, Camps, Birthday Parties, and any other Product Astropark Management implement
- Assisting in Planning, Organising, Implementing and Running of these various Products
- Reporting to Duty Manager, Assistant Manager and Manager on Daily Basis
- Maintain high standard of professionalism in all duties
- Be entrusted with Opening & Closing Procedures and cash handling
- To supervise and instruct Part Time Staff members, Referees, Birthday Supervisors
- To follow Employee Procedures Manual at all times and ensure that Part Time Staff do same

### **Ideal Candidate:**

- Will have a Leisure/Retail background
- Some sales/marketing experience beneficial, with an emphasis on ability to implement the various sales/marketing programs
- Computer Literate – experience with a CRM system an advantage, and a strong working knowledge of Microsoft Windows applications, including a strong understanding of database applications.
- Ambitious in achieving results with a progressive company
- Great communication skills with both customer and staff
- Will be hard working, hands on and have the ability to lead by example, with great organizational skills and ability to multi-task and co-ordinate both staff and activities across multiple headings

**Please send you CV and cover letter to [mairona.finucane@astropark.ie](mailto:mairona.finucane@astropark.ie)**