

Part-time Administrator – Social Enterprise in Royal Borough of Greenwich

£10-12 /hour - Flexible working (home and on-site)

[TwistFizz](#) is a non-for-profit sports focused social enterprise. We want to grow tennis and other sport participation in public spaces allowing more people to be healthy and active. This will be achieved by providing facilities and activity which are inclusive, social, easy to access and designed in partnership with local people.

Your role:

Come join our friendly and motivated team. You will be working mainly from home but also from the different venues we operate in Greenwich. If you are committed to high standards of work and to providing excellent customer service, this is the role for you. Here is what we have in mind:

- Create and update a variety of Excel spreadsheets to:
 - Accurately record and reconcile all bookings
 - Upload courses and sessions on-line via our booking system Openplay
 - Keep financial records for grants awarded and for income
 - Provide weekly and monthly reports for Management, Accountant and Clients
 - Monitor and evaluate our social outcomes
- Process coaching invoices, administer payroll, maintaining accurate reports throughout
- Answer all customer queries, welcome new members by phone and or email, confirm and chase bookings
- Update website content

Your skills/ experience:

Essential:

- Experience of producing reports in Excel (Proficient user to formulas level)
- Computer literate (MS Office) with experience of working in a cloud based environment
- Developed communication, planning and organisational skills
- Methodical, able to use own initiative to identify appropriate solutions to problems
- Current DBS
- Driving licence (or ability to work out of different venues in Greenwich)
- Ability to use your own computer

We are open to discussing with candidates convenient working hours. To apply please email your CV and a short cover letter to: hello@twistfizz.co.uk asap and no later than 22 October 2020.