



Self-employed Administrator
Application Deadline: Friday 10th February 2023
Position to start in March 2023

Local tennis coaching organisation, Tennis Works, is looking for a Milton Keynes based administrator to start in March 2023. The business is based at Stony Stratford Tennis Club, a thriving 9-court club with indoor courts during the winter, team of 5 coaches and over 480 members.

There will be 20 hours a week (ideally 4 hours a day for 5 days) during office hours for 38 weeks of school term time plus flexible hours during the holiday periods. Working days will be between Monday and Friday and times are to be agreed with applicants.

The role will entail:

- Dealing with enquiries via phone calls, emails and text messages
- Contacting customers and suppliers with updates and information
- Reconciliation of statements, invoicing and filing of documents
- Processing new customers enrolments
- Administering competitions, courses and events
- Booking courts.
- Creating and keeping a record of stock and equipment
- Creating a monthly newsletter with our template and support from the coaching team
- Diary Management

The role will be supported with:

- Training sessions to cover all duties
- IT support and online systems inc. phones, email and our management software
- Regular meetings, support and contact with the Director of Tennis, John Cavill
- Mobile phone
- Laptop

The candidate must:

- Be IT literate and able to use the Microsoft Office package including word, excel and outlook
- Be Self employed
- Have good interpersonal and communication skills
- Have good organisational skills and time keeping
- Be able to work from the club at Stony Stratford and remotely if required

Remuneration:

The rate per hour is £11.00 and all hours will be invoiced at the end of each calendar month and settled within 7 days.

To organise an interview, please contact John on 07976 205531 or at john.cavill@tennisworks.net