

**Squash Canterbury  
ADMINISTRATION OFFICER VACANCY  
(Part-Time)**



Squash Canterbury is seeking a part-time administrator to join the staff. This exciting role will be for 20 hours per week and include a wide variety of tasks including Interclub, Representative, Event Management, Facility Management and other administration. Squash Canterbury is seeking a can-do person with a passion for squash or sport and can understand the needs of our customers. A related degree or similar experience is desired. This role will report to the Operations Manager and is based at Squash HQ (formerly Sockburn Recreation Centre).

Please forward your interest with resume to [info@squashcanterbury.co.nz](mailto:info@squashcanterbury.co.nz) or post to Squash HQ, 8 Takaro Avenue, Sockburn, Christchurch, by 15 February 2010.

**Job Responsibilities**

- Interclub Operation
- Representative Administration & Convenor Management
  - Seniors, Juniors, Masters
- Event Management
  - Canterbury Tournaments (Open, Age Groups, Masters)
  - Awards Night
- Squash HQ Administration – Casuals, Groups, Memberships, League
- General Office Administration
- Assistance of the Operations Manager in all areas of the business

