



Admin and Child-Minder

Work Type:

Contract

City:

Auckland

Categories:

Administration and Child Minding,
Management, Business Opportunities

Location:

Takapuna

We are seeking **well organised self-starters** who have a strong team approach and **excellent customer service skills**. This will be interchanged with **child-minding children and infants** of attending members for our Mummies Fit Group Training sessions.

- Excellent sales, communication and customer service skills
- Conduct onsite registrations
- Maintain accurate records
- Manage confidential registration records for members
- Basic computer skills
- Ability to interact with children to help them feel secure
- Organize and participate in recreational activities, such as games, drawing and reading to children

To be considered, you must hold a current first aid certificate. These positions are deemed a safety sensitive position and will require a police check. Applicants for this position should have NZ residency or a valid NZ work visa.

To apply please email your CV to info@getfitfast.co.nz and enter the subject line: **Admin & Child-Minder**