



Administration

Work Type:

Contract

City:

Auckland North Shore

Categories:

Administration, Database entry, Social Media Management and Business Opportunities

Location:

Takapuna

We are seeking an administration **SUPERSTAR! Willing to go the extra mile and multi-task: combining office administration, customer service, sales, database entry and social media management with a **can-do, will do attitude!****

- Be able to work without close supervision and use initiative.
- Work flexible hours when needed – we sometimes work around the group fitness schedule so there are some early mornings or evenings. 20 - 30 hours per week.
- Excellent sales, communication and customer service skills.
- Have an exceptional eye for detail and maintain accurate records.
- Genuine desire to help our members and to approach them in a polite and friendly manner.
- Conduct on and off site registrations.
- Keep confidential registration records on members.
- Sound computer skills and comfortable learning new technology.
- Previous experience in an administrator or professional services role is highly desirable.
- Conscientiousness and well organized.

We are looking for an administrator to become part of the Get Fit Fast team that we can call on for all our administration needs. This is not a regular administration job. Regardless of experience this role will give you an opportunity to really grow and develop your interest and skills in the well-being, health and fitness industry.

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: **GFF Administration**