

Regional Funding Administrators

Region based role

We are looking for Regional Funding Administrators to support our regional leaders by ensuring that all bookings and enrolments are recorded promptly and correctly. This role will also involve creation of reports to support planning.

About the role

We are looking for a motivated person who is confident, highly organised, efficient and with good interpersonal skills to support our regional leaders.

Location

In regions

Hours

To be determined in consultation with the Regional Manager.

52 weeks per year

Skills and experience

The ideal candidate will have experience working in an administrative role, and demonstrated experience improving administrative processes. You will have excellent communication, time management, and be a team player.

Desirable skills and experience

- Strong interpersonal and communication skills
- Excellent time management skills to meet deadlines
- High level of attention to detail and accuracy
- Strong numerical and computer skills
- A knowledge of Playcentre and our philosophy

To apply

Please email your Expression of Interest form to vacancies@playcentre.org.nz and include the position(s) you are applying for in the subject line

Closing date

Friday 18 December 2020