



**Greystones
Sailing Club**



Applications are invited for an Office Administrator role;

Role is envisaged for the Summer period and will include the following activities;

- Capturing membership details, correspondence and dealing with queries.
- Course booking and confirmation
- Invoicing tracking and bookkeeping of transactions
- Process analysis / improvement and documentation for the training centre
- Digital transformation of club management systems

Candidate Requirements

- A good understanding of EPP and Stripe both admin of transactions and reporting
- Previous experience of Sage One or a similar accounts package
- Experience of reporting using Power BI or similar analytical /visual reporting tool
- Experience of undertaking and documenting a process overview and identifying areas of improvement.

Closing date Monday 7th March

CV's and letter of application to development@gsc.ie