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| Job Title | Nedbank Running Club Johannesburg (NRCCG) Administrator |
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| Reporting to | NRCCG Club committee Finance / Admin portfolio |
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| Location | Johannesburg |
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| Job Summary | The NRCCG Club Administrator will perform all day to day activities that may arise in the successful management of the club. The successful candidate will be the main liaison person between the club committee and the existing club membership and new members of the Nedbank Running Club Johannesburg |
| Job prerequisites | * Own personal computer, printer and cellular phone * Own transport essential |
| Job Outputs | * Replying timeously to all e mails received * Providing new members with all information and forms required to join the club * Send out renewal reminders at the end of the year * Allocation of ASA license numbers to all members * Capturing / maintaining all member details in the clubs Entellect database and in an easily accessible medium such as MS Excel or MS Access * Arranging and manning of collection points for members to collect their licenses and club kit at key dates in the year as well as at selected Central Gauteng races * Attending club time trials at Modderfontein and George Lea Park to arrange collection of licenses and kit as and when required. * Responding to all Comrades queries including but not limited to substitution forms and membership confirmations * Managing cash book and general ledger * Ensure that NRCCG club gazebo present at all Central Gauteng races * Manage all Nedbank club kit including taking orders, stock control and replenishment of club kit stock to ensure availability at all times * Answer all telephone calls politely and professionally * Arrange and manage NRCCG end of year awards dinner including coordination of awards, engraving of trophies and venue bookings * Booking meeting venue for committee meetings * Attend monthly committee meetings, take minutes and distribute minutes * Attend Central Gauteng Athletics meetings * Collect licenses from CGA offices in Germiston when required * Prepare and distribute agendas for committee and other club meetings * Prepare and send notices of upcoming club meetings * Familiarise themselves with club policies and constitution * Keep records / filing and handle all correspondence |
| Skills and personality traits | * Communication and people skills * Logical thinking and strong organizational skills * Self-starter * Sense of urgency * Initiative * Time management |
| Remuneration | * R7,000-00 per month for administration role excl race set-ups * R8,500-00 per month for administration role plus set up and hosting / catering of race tents 3 Sundays per month. * Both packages are inclusive of petrol, toll and computer costs) |