



## Bookings & Administration Coordinator

We are looking to employ a permanent part time Bookings and Administration Coordinator at Castlereagh Conference Centre. This is an exciting and diverse role to suit someone wanting to work yet balance the demands of life! We are seeking a motivated, driven and experienced person for this role.

### About Us

Castlereagh Conference Centre is a registered charity and has stewardship of the heritage listed site known as the Upper Castlereagh Methodist Church Group at Penrith Lakes in Western Sydney. Located in picturesque surroundings with views of lakes and the Blue Mountains, the site is part of NSW Rum Corp solidier John Lees original 1804 land grant. In 1815, Wesleyan Church services commenced in Lees' home. Two years later, he set aside this section of his land as the site of the first Wesleyan Methodist Church in the southern hemisphere and named the lot "the sacred acre". Our Centre is on a 99-year lease from the Uniting Church in Australia. The site was founded by the late Rev Dr Gloster Udy as the Castlereagh Academy, and today we operate as a specialist facility providing accommodation and hospitality services to a wide range of community, school, church and sporting groups.

### Tasks & Responsibilities

- **Bookings** - Respond to customer inquiries via email & phone. Record bookings in computerised booking system, produce contracts and follow up overdue deposits. Issue group with final tax invoices upon departure
- **Administration** - Maintain and update the office filing system and ensure that paperwork is regularly and accurately filed. Assist with implementation of marketing campaigns and other promotional activities. Monitor outstanding debtors and assist bookkeeper with accounts as required.
- **Venue Presentation and Operations** - Ensure AV equipment is maintained and in good condition ready for guest use. Ensure breakfast stocks are maintained. Book and liaise with external caterer Administer petty cash. Ensure office equipment is maintained in good order.

### Qualifications & Experience

- High level customer service skills and attention to detail
- Willingness and ability to actively participate in a team
- Excellent interpersonal and communication skills. Ability to clearly communicate effectively with clients & fellow staff members
- High level computer skills, experience with Microsoft Office 365 applications, VenueLife and Xero
- Sound knowledge of hospitality general operations or bookings and reservations experience
- An understanding and willingness to work under the ethos of the Uniting Church
- This position required a valid Working with Children Check

### Benefits

- Flexible school friendly work hours
- Peaceful work environment close to home

### To Apply

If this sounds like you, please send your resume with a cover letter to the Centre Manager at, Email: [bookings@castlereagh.org.au](mailto:bookings@castlereagh.org.au)

Applications close Friday 31 July 2020

Castlereagh Conference Centre

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