



JOB DESCRIPTION

Job Title: Administrator and Social Media Coordinator.

Location: Canoe Wild, Grove Ferry Picnic Site, Canterbury, CT3 4BP

Hours of work: 16 - 40hrs (flexible, opportunity to develop into a full-time role)

Contract: Seasonal working from March until end of September (opportunity to extend into a full-time role)

Pay: Based on experience.

Job Description:

We are looking for a hardworking, outdoor loving, individual who has experience in social media management and web design to join our fantastic team. The job will involve working between two main sites at Grove Ferry and Fordwich, managing day-to-day bookings for paddlesport activities as well as promoting canoe wild's online presence via our social media platforms, marketing partners, and website.

The role requires someone who is confident and ideally experienced in customer face to face work, answering telephones, taking bookings, web design, promotional work, social media management, booking systems and taking payments. The role of the Outdoor Activity Assistant with Administration responsibilities day-to-day is to welcome our customers, sign them in and ensure they have read and understood our terms and conditions of hire whilst also working with the office manager and marketing manager to promote Canoe Wilds online presence. The role is also responsible for all filing and paperwork management as well as answering telephone and email enquiries, cashing up and writing up our day hire boards.

The role can also include briefing the customers on the basic technique of paddling, delivering health and safety information, fitting customers with kit and equipment, lifting and loading craft as well as launching and retrieving our customers from the water.

This is a fantastic opportunity to develop your all-round skills in a supportive environment with scope for future training and qualifications. *Full training and equipment provided.*

Experience:

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Excellent customer service skills • Experience in an administration roll • Social Media experience • Web design experience • Experience handling enquires, answering telephones, cashing up and filing • Great team player 	<ul style="list-style-type: none"> • <i>Qualifications in administration tasks</i> • <i>Physically fit</i> • <i>Paddle experience and or qualifications.</i> • <i>Marketing and sales experience</i>

If you wish to apply for the position, please send your CV and covering letter outlining your suitability for the position as well as when you could start work and your availability to jobs@canoewild.co.uk or for more information on the position please call 07947 835688.