

Location: Murrumbateman, NSW, Australia

Employment Type: Full Time



Office and Bookings Manager
Warrambui Retreat and Conference Centre
Permanent, Full Time Position

Warrambui is a ministry of the Lutheran Church (NSW) with over 40 years experience in Christian hospitality, youth leadership training and camping ministry.

Warrambui exists to provide a centre for Christian camping, conferencing and retreat. Warrambui seeks to provide excellent food and facilities that will meet the needs of our customers, ranging from schools to church and community groups.

Applications are sought for the position of Office and Bookings Manager.

We are seeking a Christian, or person accepting of the Christian faith, with experience in customer service, administration and finance. Experience in campsite operations or another similar venue, and marketing would also be highly regarded.

The Office and Bookings Manager will be responsible for the management of bookings and the operations of the Warrambui Office. Supporting the Centre Director and working collaboratively with the broader leadership team their responsibilities will include:

- Receiving and managing guest enquiries and bookings
- Communicating the needs of guests to other organisational areas such as catering and programs
- Financial management including payroll and invoicing
- Maintaining records including financial, payroll, client and booking records; and generation of reports
- Preparing and submitting BAS and PAYG records to the Australian Taxation Office

As part of the Warrambui community, this position requires:

- A flexible, open, team player
- Someone with a servant heart who is willing to go the extra mile for clients and fellow Warrambui team members
- A strong work ethic
- High levels of integrity and a commitment to safety

Applications must include a resumé, contact details of two referees and a written response detailing your suitability for the position as outlined in the position description.

To apply or for more information, including a position description, please contact Dean Salzke at director@warrambui.com.au.

Applications close on Monday 16 December 2019.