

ADVANTAGE TENNIS CLUBS

May 8, 2024

Assistant Sales Coordinator

HCK Recreation Inc. (parent company of Advantage Tennis Clubs) manages on behalf of the New York Junior Tennis & Learning ticket sales for tennis related events programs and fundraising efforts to benefit NYJTL's charity. All the net proceeds support NYJTL's community tennis programs and comprehensive after-school programs that incorporate tennis, academic enrichment, healthy living, and character development for thousands of inner-city youths.

This is a seasonal position, generally May through October, and would be an ideal position for someone who might be semi-retired or is seeking to supplement another seasonal or part time occupation. This could be a remote position for the right candidate.

We need you to:

- Assist with the incoming inquiries about tickets and related events.
- Create and email the ticket invoices.
- Keep charts and ledgers of ticket sales current and accurate.
- Transfer mobile tickets to purchasers and assist with all facets of the acceptance of these tickets.
- Assist in the drafting and distribution of confirmation letters.
- Assist in the reconciliation and sales accounting process.

You should have:

- A solid understanding and appreciation for the game of tennis.



456 W 43rd Street
New York, NY 10036
212.594.0554
advantagetennisclubs.com

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- The ability and attitude of a team player who can also work independently while handling multiple tasks simultaneously.
- The ability to handle different personalities on the phone while being pleasant and cordial.
- Organizational skills with a strong attention to detail, data integrity, and accuracy.
- Excellent communication in both written and verbal form.
- Excellent computer aptitude and advanced proficiency with MS Office Suite. Experience with Quickbooks is a positive.
- A Bachelor's Degree.
- The ability to work at night and some weekends mainly within the period 7/15-10/1.
- You must be available to work from May to the end of October.



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