**CCHA Booking Officer**

Job Description:

Enter all field bookings promptly on Field Bookings spreadsheet/software when received.

Liaise with the Director of Finance ensuring invoicing reflects the hiring of the facility.

Responsible for keeping a record of all keys issued and returned in the Key Register book.

Responsible for the issuing of Training key to Club representative and/or Coach.

Must be competent with using Microsoft Excel.

Reports to the CCHA Complex Director.

Nominations close Friday December 8th.

Nominations to be emailed to: facilities@cchockey.org.au

Regards,

Scott Cumming

**Central Coast Hockey**

**Director Of Complex**

Mob: 0474 806020