

## **Tournaments Coordinator**

### **Basketball New Zealand**

Basketball New Zealand (BBNZ) is the national sport organisation that leads and administers basketball in New Zealand. BBNZ provides a range of basketball programmes and services for players, coaches, referees, clubs and associations. Basketball is an exciting global sport with a large and growing number of participants in New Zealand.

We are seeking a **Tournaments Coordinator** to provide administrative and operational support for tournaments and leagues, focusing on the delivery of our national tournaments. This is a fulltime position based in Wellington.

To be successful in this role you need to have:

- Experience in sport administration and the delivery of competitions or events
- Outstanding customer focus and a commitment to quality
- A high level of organisational, time management and prioritising skills
- Excellent written and oral communication skills
- Strong interpersonal skills with the ability to build relationships with people at all levels.
- Excellent computer skills (Microsoft office suite) and an understanding of databases.
- A flexible, positive attitude to operate in a changing work environment
- An ability to work independently and as part of a team

We strive to deliver outstanding tournament experiences for everyone involved and help grow basketball a cornerstone sport for New Zealanders and to achieve success on the world stage.

If you want to be part of basketball leadership in New Zealand we want to hear from you.

To apply please send a cover letter and resume to [jobs@basketball.org.nz](mailto:jobs@basketball.org.nz).

**Applications close at 5pm on Friday 11 April.**

For more information on the role and a job description, please contact Saileen Raj on 04 498 5951 or [saileen@basketball.org.nz](mailto:saileen@basketball.org.nz).