



JOB ROLE:

JOB DESCRIPTION:	
Job Title	Office Administrator
Type of Position	12-month contract initially to be reviewed quarterly
Working Pattern	Full Time 37.5 hours Monday – Sunday, work pattern to be arranged.
Salary	£9.50 per hour
Role Summary	<ul style="list-style-type: none"> • To provide admin assistance in the office for the day to day running of the club. • Being a first point of contact for visitors and taking deliveries, • Inputting information on to club databases and preparing reports • Processing invoices • Online shop sales • Dealing with enquiries over the phone and in person • Ordering office supplies
Key Duties	<ol style="list-style-type: none"> 1. Provide support to finance/community/club secretary 2. General Admin duties 3. Greet visitors- you will be required to deal with the clients on arrival at the club whether appointments are 'pre booked' or 'Walk in'. 4. Deal with matchday, season ticket and membership enquiries. Take payments over the phone and enter details onto the database. 5. Take deliveries, sort post and distribute to relevant individuals 6. Order office supplies 7. Manage function room bookings calendar and show people round 8. Setting up rooms for matchday, functions and meetings 9. Utilise the client database effectively and ensure records are up to date. Input new members and amend records when required. 10. Maintain contact with all Key Personnel within the club and share information in electronic format or meeting format so as there is no duplication of efforts

	11. To support other members of the Team as and when necessary.
--	---

Deadline for applications is 3rd June 2021

Interview will be held w/c 7th June 2021 , with start date as soon as possible.

PERSON SPECIFICATION - Indicate whether Essential (E) or Desirable (D)	
Qualifications	
Experience	At least 2 years recent experience in a similar role. (D)
Knowledge	Good working knowledge of office systems , Excel, work, social media, . (E)
Skills/Competencies	<p>Have experience in a multipurpose office role, covering a number of different tasks</p> <p>Proven experience of forward thinking, anticipating potential problems, meeting critical deadlines and performing under pressure (D)</p> <p>Ability to work with other members of the team to assist with tasks when necessary (E)</p> <p>Ability to work alone and identify task that need doing (D)</p> <p>(D)</p> <p>Good communicator, skilled in written and verbal presentation. (D)</p> <p>Excellent time management skills (E)</p>