

## **Administrative Assistant Job Description**

Sale FC Rugby has been located at the heart of the local community since 1861. Due to an increase in Rugby and commercial operations, the Executive Committee are looking to employ an admin assistant to join our friendly and dedicated team at the CorpAcq Stadium in Sale.

We are looking for a multi-tasker with excellent communication skills and an upbeat attitude.

Candidates should be able to assist existing staff, the Club Executive Committee, members and visitors by handling office tasks and providing assistance via phone, mail, e-mail.

The successful candidate should be professional, polite, and attentive whilst also being accurate. We require a person who is comfortable with computers & general office tasks. Most importantly, you should have a genuine desire to meet the needs of the business.

### **Admin Assistant Job Responsibilities:**

- Provide administrative and secretarial support to ensure the efficient operations of the Club, the Executive Committee, the accounts department and the general office.
- Answer phone calls, schedule meetings and deal with visitors.
- Carry out administrative duties such as filing (both traditional and cloud based), typing, copying, archiving, raising invoices, credit control and dealing with suppliers.
- Exhibit polite and professional communication via phone, e-mail, and mail.
- Support the team by performing tasks related to organisation and strong communication.
- Provide information by answering questions and requests from club members, sponsors, clients and the public.
- Contribute to the team effort by improving or developing current systems, as needed.
- Contact clients and discuss requirements for their use of the facilities, including functions, match day hospitality and meetings.
- Manage and improve the Club's database and membership systems, following training.
- Manage the Club diary. Ensuring the efficient use of all of our facilities and logging staff holidays and absences.

### **Admin Skills:**

- Reporting Skills
- Administrative Writing Skills

- Microsoft Office Skills
- Managing Processes
- Organisational Skills
- Analysing Information
- Professionalism
- Problem Solving
- Verbal Communication

**Qualifications and Experience Requirements:**

- Maths and English GCSE or equivalent (Essential)
- Knowledge of appropriate software including: Microsoft Word, Excel, Outlook, Microsoft PowerPoint, Adobe Acrobat & Sage Accounting Software.(Preferred)
- Office Experience (Preferred)
- Retail/Hospitality Experience (Desirable)
- Valid driver's license (Desirable)

This is a permanent post and will be for a minimum of 25 hours per week. There will be scope for extra hours, as the position develops. During our rugby season, between August and May, there may be the need to work some weekends to assist with the membership process and match day requirements.

Based on 25 hours, the salary will be £15,600 (pro rata £21,840 p/a)

Holidays, and other entitlements, will be discussed at the interview stage.

If you are interested, please send a CV and a cover letter outlining why you feel you would suit this role. Closing date for applications is Friday 3<sup>rd</sup> June 2022.

Please send the covering letter and CV, for the Attention of the Executive Committee, to [jobapplications@salefc.com](mailto:jobapplications@salefc.com). Please use Admin Assistant as the subject.