



SHEFFIELD WEDNESDAY FOOTBALL CLUB

Receptionist/ HR Administrator

Vacancy Reference No: 71

Sheffield Wednesday have a fantastic opportunity for an experienced receptionist who will support the club and HR department.

As receptionist/HR administrator, you will serve visitors by greeting, welcoming and directing them appropriately, notify company personnel of visitor arrival and maintain security and telecommunication systems. You will also form and maintain employee records, update the HR database and prepare HR documents such as employment contracts.

Key responsibilities:

- Maintain security by following procedures; monitoring logbook; issuing visitor badges.
- Maintain safe and clean reception area by complying with procedures, rules, and regulations.
- Maintain continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Assist HR team with any additional duties, including updating documents and assisting with recruitment when necessary.
- Welcome visitors by greeting them, in person or on the telephone, answering or referring inquiries.
- Work on match days to assist fans and visitors with queries and direct them where appropriate.
- Help with job advertisements for upcoming roles
- Maintain the Vacancies inbox, arrange interviews and interview packs and send out contracts along with the relevant paperwork
- Keep the Casual MI updated
- Process all new starters and leavers by following the correct processes
- Keep track of Probation reviews and send out letters once completed
- Keep the TA system updated
- Produce employee references and sent out for reference requests
- Scan and save files into Docman
- Monitoring and recording staff holiday



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Skills and experience

- Previous reception and office experience
- Strong Administration experience
- Confident communication skills
- Previous HR experience is desirable
- Excellent organisational skills
- Proven ability in Microsoft Office
- Enthusiastic to deliver a high standard of service
- Able to work effectively as part of a team

Qualifications

- 5 GCSEs, including English and Mathematics
- Working towards or have a degree in HR

Closing date: 19 August 2019

To apply email please send your CV across to: vacancies@swfc.co.uk