



Receptionist Administrator

Vacancy Reference No: 11

Job Purpose:

The Receptionist Administrator is responsible for assisting our visitors by greeting, welcoming, and directing them appropriately as well as supporting the CEO, HR Team and Senior Management team with administration duties. As a Receptionist Administrator you will often be the first person our visitors come into contact with, therefore as the face of the club you will need to act in a professional and helpful manor at all times.

Principal Accountabilities:

- Meet and greeting visitors and notifying company personnel of visitor arrival.
- Maintaining security and telecommunications system.
- Maintaining safe and clean reception area.
- Assisting the HR team with any additional duties, including updating documents and assisting with recruitment when necessary.
- Assisting the CEO with scheduling meetings and any additional admin duties as requested.
- Working on match days to assist fans and visitors with queries and direct them where appropriate.
- Organising senior management meetings including sending calendar invites and creating the agenda.

Candidate Requirements:

Essential:

- Experience within a customer focused receptionist or administration role.
- Sound IT knowledge and use of Microsoft programs.
- Excellent organization and customer service skills.
- 5 GCSE's Grade A-C.
- Communication, teamwork, organisational and ability to use initiative.

Desirable:

- Customer service experience within a reception or administration role in a sporting environment.
- 3 A Level's or equivalent.
- Degree.

Please send all CVs to; Vacancies@swfc.co.uk Submitted CVs must contain at least two references and should specify current salary and salary expectations.

Closing Date: Friday 11 May 2018