



Receptionist Administrator

Vacancy Reference No: 44

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 and senior management teams 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 be required to act in a professional and helpful manner at all times.

Principal accountabilities:

- Meet and greet visitors and notifying company personnel of visitor arrival
- Maintaining security and telecommunication systems
- Maintaining a GDPR compliant reception area and operate a clean desk policy
- 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 administrative duties as requested
- Working on matchdays to assist fans and visitors with queries and direct them where appropriate
- Organising senior management meetings including sending calendar invites and creating the agenda
- Responsible for the distribution of post and parcels internally and process external post
- Book internal meeting rooms ensuring catering and IT equipment is booked appropriately
- Produce letters and administrative support where requested, using word, excel and power point

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
- Five GCSEs grades A-C
- Communication, teamwork, organisation skills and ability to use own initiative

Desirable:

- Customer service experience within a reception or administrative role in a sporting environment
- Three A Levels or equivalent.

If this role appeals to you and you would like to become part of the SWFC family, please send your CV to; Vacancies@swfc.co.uk. Submitted CVs must contain at least two references and should specify current salary and salary expectations.

Closing Date: 03.09.18