



Business Admin Assistant

Location: Sheffield S9

Hours: 25 hours

An exciting opportunity has arisen at Sheffield Eagles RLFC. We are seeking to appoint a Business Administrator based in our Sheffield office. The role is for a 6 month Kickstart placement, and will be for 25 hours per week. All applications should be submitted only after consultation with your Job Centre+ Work Coach for a Kickstart placement, and regrettably, we are only able to consider applications that have been referred by a Work Coach. Please check with them your eligibility to apply for this role.

Principal duties will include:

- Co-ordination of match day events to deliver and support operational demands of the club as appropriate.
- Lead the administration for designated events and activities and support in a deputy role to other programmes as and when required. This will include diarising meeting with colleagues and ensuring the most up to date information is obtained.
- Responsible for drafting letters, typing, and writing administrative documents in agreed formats and within specified timescales. Ensure documents produced are always of high quality in terms of presentation and accuracy.
- Minute taking at meetings as required. Responsible for preparing agendas, accurate and comprehensive transcribing of minutes and ensuring actions arising from the meeting are dealt with as appropriate.
- Ensure good customer service by providing a professional and effective telephone service, taking accurate messages and providing information and signposting as requested and appropriate.
- Supporting with other duties commensurate to the role and experience.

In order to be successful, you will need:

Ability to build and consolidate team working

A flexible and adaptable approach to work

A logical approach to problem solving and the ability to organise own workload

Discreet and confidential

Strong focus on customer service

Be proactive in approach with a 'can do' attitude with the ability to find solutions to problems alongside a strong work ethic