

Job Title: Office Administrator

Organisation: Sporting Chances / Pro Judo

Salary : £18,018 FTE (Pro Rata)

Hours : 35 Hours

Weeks: 47 weeks

Start date: As soon as possible

Closing date: Friday 11th of December

The office administrator will organise and carry out all the administrative activities that facilitate the smooth running of the Sporting Chances/Pro Judo office.

The office administrator will be expected to carry out a range of administrative and IT-related tasks.

Due to the nature of our business the Sporting Chances/Pro Judo office administrator work will greatly differ from regular organisations, the one factor it has in common is that they are ultimately responsible for ensuring that their office runs efficiently.

Responsible to: Board of Trustees

Main Duties:

The balance of administrative and support duties undertaken will typically change day to day. The office administrator will be responsible for a range of tasks that typically involve but are not limited to the following.

1. Maintaining coaching rotas.
2. Monitoring and reviewing coaches' qualification records.
3. Managing Web Shop and arranging orders.
4. Stock Management.
5. Dealing with post and emails.
6. Managing customer enquiries and customer trials.
7. Dealing queries and complaints.
8. Processing Judo grading for our members and managing grading enquiries. (Training will be provided)
9. Processing Judo competition entries as and when required. (Training will be provided)
10. Keeping website up to date and other marketing support.
11. Communicating with customers via phone/email and social media.
12. Producing reports for Board of Trustees and Active Schools.
13. Organizing meetings and appointments.
14. Meeting with board of trustees.
15. Keeping personnel records.
16. Producing end of month hours for Payroll.
17. Organizing venue maintenance and repair work.
18. Arranging travel.
19. Pay bills

Key Skills

1. Strong organisational ability
2. Good written English
3. Good numeracy
4. Efficient Administrative skills
5. Competent in a range of office technologies (Microsoft Word, Excel, SharePoint and comfortable with social media technologies (Facebook, WhatsApp, Instagram etc).

Company profile

Sporting Chances is a charitable organisation located in Glasgow City Centre. We run one of the largest judo clubs in the country and provide Sporting Chances on an equal opportunity basis to the people of Scotland. www.sportingchances.org.uk / www.projudo.co.uk

Education, Qualifications and Training

Educated to standard grade as minimum

Experience & Knowledge

Will have some office experience

Will be able to demonstrate administrative skills in a range of situations

Ideally will have worked in a sports club or similar

Any Additional Requirements

Must be able to work as part of a distributed team, be flexible in approach and expectations.

Have a personable and efficient style

Applications

All applications should be directed through Glasgow Guarantee
<https://www.glasgowguarantee.org/Vacancies/VacancyDetail/1311>