



### **Office Administrator**

**Hours:** 37.5 hours per week,

Monday to Friday but will require weekend working on home match days

**Remuneration Package:** Competitive salary

**Contract Type:** Permanent Location: Suit Direct Stadium, Hartlepool United FC, Clarence Road, Hartlepool, TS24 8BZ

### **Summary of Role:**

We currently have an exciting opportunity for an Office Administrator to join the team based at our stadium, Clarence Road, in Hartlepool.

This is a great opportunity for a driven individual who relishes a challenge and is driven to succeed in a fast and innovative environment. This new role has been created to support our Football Administration departments and the general office with their ad hoc administration tasks to assist with an increased workload. The role will also support the Commercial Manager with hospitality bookings and commercial inventory checklists.

This role is full time and includes some weekends and the candidate must be flexible and adaptable to differing seasonal work patterns.

### **About The Company:**

Hartlepool United Football Club is an English professional football club based Hartlepool, Cleveland where we play at our fabulous Suit Direct Stadium based on Clarence Road. We are members of the EFL and play in League Two.

Everyone at Hartlepool United is dedicated to working as one team and to be the best we can be. Our motto is 'Never Say Die' and teamwork and going the extra mile for our team mates is what we do.

### **Main Job responsibilities:**

- Assist with company correspondence including phone calls, emails, letters and sending packages
- Assist Senior Managers with the management of their diaries and scheduling appointments
- Greeting guests and guiding them to allocated rooms whilst providing refreshments and being their point of contact on site
- Match Day work will include greeting scouts, away directors and sponsors with their tickets
- Assist with Pre match preparation for the Boardroom and Guest Lounge including distribution of itineraries, tickets and collation of guest lists.
- Ad-hoc office related tasks
- Assist with administrative tasks for the Club Secretary and COO
- Day to day office administration including scanning, photocopying and typing
- Assisting the office with general queries and duties
- To assist the administration needs of the Football Administration department

**This list is not exhaustive and flexibility in the workload is required.**

#### **Required Knowledge Skills & Experience**

- Must be computer literate with comprehensive administration skills
- Self-motivated with excellent communication skills
- Ability to multi-task with a high attention to detail
- Have a positive and helpful attitude
- Ability to work in a professional environment and represent the company in a respectful manner
- Previous administration experience of at least 1 year is desirable
- Strong interpersonal skills
- Organised and good attention to detail
- Ability to use initiative and be creative
- Strong customer service skills
- Excellent communication skills
- Ability to prioritise case load and manage time effectively
- Confident and assertive
- Ambition, passion and willingness to learn

#### **Equality & Diversity:**

As we are a diverse organisation that respects differences in race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity, we welcome all applications. We want everyone to feel valued and included in the football community and to achieve their full potential. Hartlepool United is

opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

**Safeguarding & Recruitment:**

Hartlepool United FC are committed to safeguarding and promoting the welfare of children, young people and adults at risk, and expect all staff to share this commitment. All staff, whatever their role will receive safeguarding training and will be expected to champion the culture of 'safeguarding is everybody's responsibility.

**Closing Date:** 16<sup>th</sup> September 2022

To apply please email [sarah.barnfather@hartlepoolunited.co.uk](mailto:sarah.barnfather@hartlepoolunited.co.uk) for an application form.