

## Job Description

### General Administrator



JOB DESCRIPTION	
<b>Job Title</b>	General Administrator
<b>Salary</b>	TBC
<b>Location</b>	Primary base is Rodney Parade, Newport.
<b>Hours of work</b>	35 hours week; 9am to 5pm Monday to Friday.
<b>Responsible to</b>	Head of Commercial
<b>Responsible for</b>	N/A
<b>Contractual Status</b>	Permanent, Full Time (subject to 6-month probationary period)
<b>Role Summary</b>	General Administrator will be required to provide professional administrative support to all departments working as part of the reception and ticket office team. In addition, it will be required to provide support on a range of financial tasks to the Management Accountant and wider finance function.
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>• Commercial Manager</li> <li>• Events &amp; Hospitality Manager</li> <li>• Operations Manager</li> <li>• Community Manager</li> <li>• Ticket Office Manager</li> <li>• Finance team</li> <li>• External customers</li> <li>• External suppliers</li> </ul>
<b>Key Responsibilities, Tasks and Activities</b>	<ul style="list-style-type: none"> <li>• Provide administrative support to Commercial, Events &amp; Hospitality, Operations and Community Departments.</li> <li>• Assist with client and account management and administration in respect of commercial contracts</li> <li>• Liaising with the Commercial department to ensure timely and complete invoicing</li> <li>• Assist with the hosting and delivery of events at the venue and on match day.</li> <li>• Answering and making telephone calls, possibly sales related, and deal with messages.</li> <li>• Manage calendars &amp; incoming post for each department.</li> </ul>

<b>JOB DESCRIPTION</b>	
	<ul style="list-style-type: none"> <li>• Producing agendas, taking and transcribing minutes of internal meetings.</li> <li>• Compose letters, draft documents and carry out typing duties as required.</li> <li>• Provide cover for Reception and Ticket Office as required</li> <li>• Collate Data Capture and input onto database.</li> <li>• Filing.</li> <li>• Assisting with mail shots.</li> <li>• General office duties.</li> <li>• Responsibility for the purchase ledger – processing invoices, preparing payment runs and liaising with suppliers</li> <li>• Responsibility for the sales ledger – raising invoices and chasing overdue debt</li> </ul>
<b>Continued Professional Development</b>	The Dragons are committed to providing CPD for the successful candidate. We expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.

<b>PERSON SPECIFICATION</b>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Ideally, a minimum of 1 years' experience in a similar role/function within a professional organisation</li> <li>• Providing high quality administration support within a professional organisation.</li> <li>• A willingness and ability to provide assistance across a range of departments.</li> <li>• Proven experience or ability in respect of diary and email management.</li> <li>• A working knowledge of health and safety practices within an office environment would be advantageous.</li> <li>• Reception/Ticket office experience would be advantageous, including meeting &amp; greeting visitors.</li> <li>• Strong interpersonal skills and relationship management</li> <li>• Previous experience of working in a Finance department is desirable</li> </ul>
<b>Skills &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Excellent IT skills, especially Microsoft Excel</li> <li>• Experience of accounting software, preferably Access Dimensions</li> <li>• Personable and professional manner</li> <li>• Ability to work to tight deadlines</li> <li>• Ability to prioritise key tasks</li> <li>• Excellent organisational skills</li> </ul>
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>• Team working and personal impact</li> <li>• Self-motivation and confidence</li> </ul>

<b>PERSON SPECIFICATION</b>	
	<ul style="list-style-type: none"><li>• Flexibility and adaptability</li><li>• Planning</li><li>• Attention to detail</li><li>• Communication and influencing</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• An understanding of individual responsibility in complying with the Health and Safety policies and arrangements</li></ul>