

Job Description and Person Specification

Job title: Administrative Assistant

Reporting to: Sail Birmingham Manager

Location: Midland Sailing Club, Edgbaston Reservoir, Birmingham

Mission/purpose/values of Sail Birmingham

The vision is to deliver safe and fun watersports, in a welcoming and relaxed environment.

Our mission is to create and maintain a high-quality watersports environment and commercially viable facilities that enable everyone to develop their confidence, competence and resilience.

Overall purpose of the job

We are looking for an experienced and enthusiastic Administrative Assistant to perform a variety of administrative and clerical tasks. The post holder will provide day-to-day support to the Sail Birmingham Manager, other employees and volunteers, and be responsible for general administrative activities.

The Administrative Assistant will play a key role in ensuring the efficient and smooth day-to-day operation of our office and facilities.

Duties and Responsibilities

- Answer inquiry emails and phone calls
- Prepare reports and maintain appropriate filing systems
- Organise and schedule staff shifts
- Plan meetings and take action notes
- Write and distribute emails, correspondence memos, letters, and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain policies and procedures
- Order supplies and research new deals and suppliers
- Maintain contact lists
- Submit and reconcile expense reports
- Provide general support to visitors
- Liaising with Club Members/clients to support them, let them know relevant opportunities within the Club as well as activity sessions that they could get involved in.
- Work with the Sail Birmingham Manager on different and new projects that are set out by the Management Committee to ensure on time delivery.

Person specification

Essential qualifications and experience

- Excellent verbal and written communication skills
- Proven experience as an Administrative Assistant, Virtual Assistant or Office Administrator
- Strong focus on achieving high customer service standards
- Working knowledge of office equipment, e.g. printers
- Proficiency in MS Office (MS Excel, MS Word and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Strong organizational skills with the ability to multitask

Terms and Conditions

Salary: £20,000 per annum.

The role involves working 40 hours per week on average across the year.

Annual leave is 28 days per year (including Bank Holidays). A maximum of five days can be taken from 1st July to 31st August each year.

The post is permanent following the successful completion of a six-month probationary period.

Following the successful completion of the probationary period the post is subject to a four-week notice period.

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For an informal discussion about the role please contact:

Philip Reeves, Sail Birmingham Manager: phil.reeves@midlandsailingclub.org.uk

To apply, please send your CV and covering letter (maximum two pages) outlining your administrative experience and the names and contact details of two references to:

Philip Reeves, Sail Birmingham Manager: phil.reeves@midlandsailingclub.org.uk

Closing date: 10am on 7th February 2022.

Interviews: will take place on Friday 11th February and Saturday 12th February 2022.