



JOB POSITION: BUSINESS ADMINISTRATOR

Company: Prozone Sports
Location: Leeds
Job Type: Full Time/Permanent
Salary: TBD
Closing Date: Friday 20th Jan 2012

ROLE: Business Administrator / PA to provide a full range of administrative and office management functions.

ESSENTIAL SKILLS/EXPERIENCE:

- Efficient, organised, be able to provide flexible working, and have excellent self-management skills.
- Possess excellent phone/email and personal communication skills and have the ability to build effective working relationships quickly.
- Experience in a previous administration or business administration role, and be able to demonstrate excellent note taking and report writing skills.
- Excellent skills in Word, Excel, PowerPoint and Outlook essential.
- Languages: English (& French preferable).

RESPONSIBILITIES:

Business Support/PA:

- General support to the Managing Director, and Senior Management Team.
- Provide general receptionist duties throughout the business, including answering calls, greeting visitors, holidays and recruitment management.
- Co-ordinating all domestic and international travel arrangements for group staff.
- Oversee all administrative systems and ensure processes work efficiently, including the management of office suppliers, including stationery, buildings contents, cleaners, waste management, raising PO's, purchasing, ordering and payments.
- Office calendar planning and management.
- Provide office management duties, involving co-ordinating meeting room's requirements, refreshments and staff events.

Business Development:

- Customer Management Contact - Be the primary conduit of key actions for the Sales and Marketing team.
- Letters - All proactive and re-active correspondence to existing/potential customers.
- Resources - Assist in template formation and preparation of sales documents/contracts and proposals.
- Contracts - Hard and soft copy contract management, organisation of club filing, manage file usage and dissemination of contract details.
- General Support - Administrative Support to the Business Development Team including, but not limited to: correspondence, event & meeting arrangements & allocation of resources, meeting minutes, action trackers.

Marketing:

- Telephone/Web/ Email - First point of contact for incoming enquiries for the business and the dissemination of all information to the relevant channels.
- Contact database/Client Management (CRM) - management of the client & marketing contact lists (Vertical Response).

APPLICATION

Provide a complete cover letter and CV, with relevant experience and references to, Jo-Ann Downie at careers@prozonesports.com.

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