



Job Title: Business Support Administrator
Reference: VBE044
Salary: £13,000 - £15,000 per annum
Location: Loughborough
Closing Date: 16/07/2013
Interview Date: week commencing 22/07/2013

Volleyball England is the National Governing Body for all disciplines of Volleyball in England with its headquarters situated at SportPark, Loughborough University. Volleyball England is seeking to appoint a Business Support Administrator who will provide an effective and efficient administrative support service to the organisation.

Your job will include:

General administrative duties including handling incoming telephone calls, incoming and outgoing mail, handling and responding to general enquiries and correspondence and maintaining accurate records for officers of the association, partners and suppliers.

To provide an administration service for Workforce courses including preparation and distribution of forms, registration of candidates, resources, results and invoices.

To support other Administrators in administering competitions and membership.

We are looking for a candidate whose skills and experience include:

A good level of computer literacy including previous experience of using Microsoft Office products. Good word processing and keyboard skills.

Understanding of general office systems, including filing, post handling, record keeping. A high degree of efficient administrative organisation.

Previous experience of using management information systems and databases.

How to Apply:

To obtain an application pack please contact Volleyball England on 01509 227722, email jobs@volleyballengland.org or write to the Business Department, Volleyball England, SportPark, Loughborough University, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF.