



Job Title: PA to Chief Executive and Board
Reference: VBE037
Salary: £19,000 - £22,000 per annum
Location: Loughborough
Closing Date: 11/08/2014
Interview Date: w/c 18th August

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 Personal Assistant who will provide an effective and efficient business support service to the Board of Volleyball England and the Chief Executive.

Your job will include:

Screening telephone calls, enquiries and requests, and handling them when appropriate. Dealing with incoming email, faxes and post, corresponding on behalf of the Chief Executive where appropriate.

Organising and maintaining diaries and making appointments for both the Chief Executive and Board Members. Organising meetings ensuring the Chief Executive/ Board are well prepared for meetings. Arranging travel and accommodation and, occasionally, travelling with the Chief Executive/Board Members to take notes or dictation at meetings or to provide general assistance during presentations.

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

An understanding of general office systems, including Human Resources, finance, administrative support, filing, post handling, record keeping. A high degree of efficient administrative organisation.

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

Sound written and oral communication skills including a pleasant telephone manner.

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.