



Job Title: Office Manager	Reporting to: CEO
Department: Executive Offices	Salary: Competitive and commensurate with skills and experience
Location: Firhill	Hours: Full-time

JOB PURPOSE

This is a busy and broad role spanning across the Club to provide comprehensive administrative and operational support.

The role will focus on high quality administration on a daily basis to help with the smooth running of the Executive Offices and Club reception during the working week.

The ideal candidate will be a personable and professional individual who is able to undertake a variety of support tasks and manage a varied workload. This is a busy and broad role where strong customer service, IT and financial experience will be required.

KEY RESPONSIBILITIES

- To provide administrative services including; diary management, booking meetings, organising travel and preparing travel itineraries etc for the CEO.
- To coordinate, attend, and take minutes for the CEO required.
- To cover the main reception area in Executive Offices to assist with welcoming guests to the Club, ensuring the booking system and access control processes are followed and any refreshments are provided.
- To operate the telephone system in a professional and efficient manner, using the correct protocols.
- Opening and distributing post/franking post and coordinating couriers as required.
- Ordering stationary and any other office related supplies as required.
- To manage the office petty cash and financial controls including banking
- Manage various Club inboxes and respond professionally and in a timely manner.
- departments, football authorities, education authorities etc.
- To assist with the management and support of our volunteers.
- General administrative duties as required.

Key Internal Relationships:

- Board of Directors
- CEO

- Non-playing staff

MAIN JOB REQUIREMENTS AND PERSON SPECIFICATION

Education/Qualifications/Training:

- Educated to degree level, ideally within Business Administration or equivalent

Specific Experience:

- Proven experience working as a Personal Assistant or Administrator in a busy and varied role before.
- Strong customer service experience, supporting internal and external stakeholders.
- Experience with Microsoft Office packages, particularly Word and Outlook and highly computer literate.
- Previous experience working within Sport or Events would be advantageous.

Abilities/Skills/Knowledge:

- A self-starter with a high level of initiative and proactivity.
- Great communication skills and confident working alongside senior executives.
- Uses initiative with minimal supervision with the desire to proactively support stakeholders.
- Can manage a heavy workload with strict deadlines.
- Process oriented with excellent organisational skills.
- Ability to maintain integrity and confidentiality in all matters.
- Flexible and willing to take on ad-hoc tasks.
- Comfortable working independently and as part of a team.
- Outstanding customer service skills.
- Able to thrive in a fast-paced work environment.
- Ability to tightly manage your time effectively and productively.
- Remains calm under pressure.
- Ability to work matchdays including evenings and weekends.
- Focused on achieving Club, departmental and individual success.
- Be an ambassador for the Club presenting the Club in a positive image at all times.

Additional Information:

- This a Full-Time role
- Applicants must be eligible to live and work in the UK