



ROLE: Business Support Officer

Hours: Part time (16-20 hours)

Location: OX3 0NQ

Overview: Are you super organised, friendly, dynamic and always eager to help? We have an exciting opportunity in a varied and vital role. Based at our head office we are looking for someone to join our team to assist in the daily operational and administrative needs of the business.

Company overview: Established in 1999, Ignite Sport provide a sporting education through quality programmes. www.ignitesportuk.com

Key responsibilities:

- Front desk phone/reception duties
- Assistance and communication of staff logistics
- Assist colleagues with administrative duties for ad hoc projects, events and seasonal work when requested.
- Managing Ignite databases for marketing and data and reporting on trends
- Updating of online booking portal
- Assisting in the organisation and delivery of company events or conferences
- Management of office supplies
- Assisting the customer experience from enquiry to follow up - Demonstrating a high level of customer care
- Preparing letters, presentations and reports
- Managing, receiving, chasing (where applicable) payments
- Sorting and tidying of stock, resources and equipment
- Management of student data on databases and uploading of results
- Liaising with staff, suppliers and clients in applicable areas of the business i.e. schools/coaching staff/parents/office supplies
- Implementing and maintaining procedures/office administrative systems
- Organising induction programmes for new employees
- Ensuring policies and practices are up to date and renewed as applicable
- Attending meetings with teams and senior management and note taking
- Assisting the organisation's HR function by keeping personnel records up to date, arranging interviews, inductions, DBS checks and other certificates required
- PA duties for MD and other senior management, as required

Who we are looking for:

High quality organisational skills are key, yet the role holder will also have to be flexible enough to respond to changing situations.

Punctual with a happy outlook.

Able to effectively manage and prioritise own activity.

Care and attention to follow a task through from start to finish with quality

Good accuracy and attention to detail with all tasks.

Highly competent in the use of MS 365 – specifically Word, Excel, and PowerPoint.

Excellent communication skills, with the ability to determine who needs to be kept informed on specific topics.

Confident dealing with people at all levels of an organisation, to build strong relationships and challenge when necessary.

A team player with the ability to take the lead when necessary.

Keen to learn and progress, with a very flexible approach to work

Salary & benefits:

(Ignite Salary Band Grade 4) £17,550 (pro rata)

Childcare voucher tax saving scheme (to help towards the cost of childcare)

Pension with employer contribution

Employee recognition - We reward excellence annually with staff awards & incentive opportunities

Free childcare at Ignite Holiday Camp Settings

Employee Wellbeing Grant

On site car parking

To apply please send a covering letter and CV to Louise Lloyd at l.lloyd@ignitesportuk.com

The closing date for applications is January 20th 2020.