



## **Business Administrator - Job Description**

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| <b>Job Title:</b>      | Business Administrator  |
| <b>Salary scale:</b>   | £15,000-£18,000   |
| <b>Employer:</b>       | British Bobsleigh & Skeleton Association  |
| <b>Accountable to:</b> | Office Manager  |
| <b>Place of work:</b>  | The main place of work will be the BBSA Office at University of Bath, although from time to time travel in the UK and abroad will be necessary.   |
| <b>Hours of work:</b>  | Such hours as necessary to carry out your duties. This will involve a minimum of 40 hours per week and may include working outside normal office hours at evenings and weekends and on Public Holidays. |

### **Role summary:**

- Support the Office Manager in managing the travel and logistics support to the performance teams
- Ensure the administration processes within the office run smoothly and efficiently

### **Main tasks and activities:**

- Manage all room bookings and meetings as required
- Create and maintain an asset register to monitor all BBSA assets
- Maintain a membership register and support the Head of Marketing & Communications to communicate regularly to all members
- Keep stationery orders up to date and manage all incoming and outgoing post
- Complete filing & archiving of any financial documents
- Support the Head of Marketing & Communications with social media enquiries
- Support the Office Manager to complete all IBSF race entries and paperwork for the performance teams

- Help in the organisation and administration of BBSA corporate events
- Ensure the intranet is kept up to date with central files to be used across the organisation
- Ensure all HR records are kept up to date, including holiday forms
- Answer general enquiries that are sent through the “office@thebbsa” inbox
- Ensure all vehicles are ready and available to be used, including maintaining all tax, insurance and MOTs
- Attend Membership Committee meetings and take minutes
- Support the CEO to ensure that company policies across the BBSA are kept up to date and fit for purpose
- Be the first point of contact for all office enquiries and ensure the office is available for enquiries Monday to Friday

**The post holder shares with all colleagues the responsibility:**

- i. for making suggestions to improve the working situation and contribute to positive employee relations within their area of work and the BBSA as a whole;
- ii. to cooperate with measures introduced to ensure there is equality of opportunity in employment and sports equity; and in addition for post holders with a management responsibility to encourage their staff to ensure that they comply with all aspects of the equal opportunities in employment and sports equity policies and practices
- iii. for ensuring that the working environment is free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour which is personally offensive
- iv. to comply with all aspects of the BBSA Health and Safety Policy and arrangements

**This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.**

**Person specification:**

- Experience of providing administration support in high performance environments
- Excellent organisational and time management skills
- Good IT skills, including knowledge of a range of software packages
- The capacity to prioritise tasks and work under pressure
- Ability to liaise well with others and delegate tasks
- Strong oral and written communication skills
- Ability to work on your own initiative
- Attention to detail
- Flexibility and adaptability to changing workloads
- Problem-solving skills and project management ability