



## **Business administrator**

**Location** | LNER Stadium

**Reports to** | Chief finance and governance officer

**Directorate** | Finance & Governance

**Department** | Governance

### **Key responsibilities:**

#### **Business administration**

- Process and maintain people administration - recruitment, onboarding, IT systems and equipment, policies, employee records and any other ad hoc requirements.
- Support all areas of finance & governance with administrative needs.
- Devise and implement club Office 365 strategy, Inc SharePoint
- Manage general office administration duties, including maintaining office supplies, coordinating maintenance, and overseeing office systems.
- Drive identification and integration of new technologies to improve coordination and efficiency.

#### **Club governance**

- Club governance ensuring all policies and documents are in place to abide by league rules
- Legal co-ordinator. Liaising with our external lawyers to oversee all matters are dealt with in a timely fashion.
- IT co-ordinator. Liaising with our external IT provider to maintain procedures and processes accordingly.
- Review of all club policies, including those on display via our website, and updating where necessary.

#### **Executive support & co-ordination**

- Supporting the executive assistant with the following duties when required;
- Act as the central point of communication between ExCo, team members, and external stakeholders.
- Liaise with investors, partners, and other VIPs, ensuring a professional and organised approach in all interactions.
- Provide ad-hoc support for other business-related tasks as needed.
- Coordinate and manage meetings for the chief executive, director of football, director of finance, and chief growth & innovation officer where necessary
- Assist in scheduling appointments, preparing meeting agendas, and distributing relevant materials in advance.



**Role requirements:**

- Ability to juggle multiple administrative or executive assistant activities, supporting senior management.
- Demonstrate exceptional organisational and multitasking skills.
- Maintain exceptional attention to detail
- Handle confidential information with discretion.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) and familiarity with scheduling software.
- Demonstrate exceptional written and verbal communication skills.
- Simultaneously handle a variety of tasks and adjust to changing priorities as needed.

**Key objectives:**

- Ensure all business administration is managed and maintained effectively, making sure of compliance with all requirements.
- Co-ordinating all legal & IT matters professionally and to a high standard, ensuring they are maintained throughout the organisation.
- Provide reliable and professional support to the executive assistant for senior management coordination and ad hoc assistance.

This role is pivotal in ensuring the seamless operation of business administrative functions, supporting the success of high-level activities across the organisation.