



Administration Executive

Location: LNER Stadium

Reports to: Executive Assistant

Directorate: Finance & Governance

Department: Governance

Job Purpose

The Administration Executive will provide comprehensive administrative support across all aspects of the business, ensuring smooth day-to-day operations. The role requires strong organisational skills, attention to detail, and a good working knowledge of Microsoft Office software to support teams, processes and business objectives efficiently.

Key Responsibilities:

Administrative Office Support

- Provide general administrative support across all departments of the business
- Manage correspondence, including emails, letters and telephone enquiries
- Maintain accurate records, files and documentation (both digital and physical)
- Prepare, format and distribute reports, documents and presentations
- Coordinate meetings, appointments and calendars as required
- Organise travel arrangements and meeting logistics where required
- Support onboarding processes for new staff (documentation, system access, etc.)
- Assist with office management tasks, including supplies and facilities coordination
- Assist with compliance, policies and internal procedures

Data & Systems

- Maintain accurate records, databases and spreadsheets
- Produce reports using Microsoft Excel and other corporate systems
- Ensure data integrity, confidentiality and compliance with internal policies and data protection requirements

Communication & Coordination

- Act as a point of contact for internal teams and external stakeholders
- Liaise with suppliers, clients, and service providers as required
- Support cross-functional projects and ad-hoc administrative tasks



Person Specification:

Essential Skills & Experience

- Proven experience in an administrative or office support role
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams, SharePoint)
- Excellent organisational and time management skills
- High level of accuracy and attention to detail
- Strong written and verbal communication skills
- Professional, flexible, and proactive approach to work
- Simultaneously handle a variety of tasks and adjust to changing priorities as needed

Desirable Skills & Experience

- Experience working across multiple departments or in a fast-paced environment
- Knowledge of additional office systems or CRM software
- Basic understanding of finance, HR or operations administration
- Experience supporting senior managers or executives

Personal Attributes

- Reliable, adaptable and solution-focused
- Strong interpersonal skills and team-oriented mindset
- Ability to work independently and use initiative
- Discretion and professionalism when handling confidential information

Qualifications

- Relevant administrative or business qualification (desirable but not essential)
- GCSEs (or equivalent) including English and Mathematics