



## **ADMINISTRATIVE ASSISTANT**

The Gibraltar FA (GFA) is the governing body for Association Football in Gibraltar and is a member of European and World Football Governing bodies UEFA and FIFA. With over one thousand registered players, the Gibraltar FA is the largest sports association in Gibraltar and runs professional competitions as well as many other amateur and development competitions in a variety of categories of football.

We are looking for an administrative assistant with secretarial skills to be responsible for greeting stakeholders and visitors to our office. You will be in charge of giving stakeholders and visitors directions to various parts of the office, contacting employees regarding visitors, answering phones and taking messages, and sorting and distributing mail.

To be successful in this role, you will need excellent written and verbal communication skills, as well as competency in Microsoft Office applications such as Word and Excel. Prior experience as a receptionist and/or secretary is also helpful.

### **ROLE PURPOSE**

#### **Responsibilities:**

- Greet stakeholders and visitors with a positive, helpful attitude.
- Assisting stakeholders and visitors in finding their way around the office.
- Helping maintain workplace security by issuing, checking, and collecting Association IDs as necessary and maintaining visitor logs.
- Assisting with a variety of administrative tasks including copying, taking minutes, and making travel plans.
- Preparing meeting rooms.
- Answering phones in a professional manner, and routing calls as necessary.
- Scheduling appointments.
- Perform secretarial duties for the Board of Directors.
- Provide excellent customer service.
- Assist with travel requirements as and when required.
- Help organise transport and logistical needs for personnel travelling to international meetings.
- Preparation of information packs and documents for different departments as authorised by the Line Manager.
- Oversee office facilities.
- Assisting colleagues with administrative tasks.
- Sorting and distributing mail.



**GIBRALTAR FOOTBALL ASSOCIATION**

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## ESSENTIAL SKILLS AND EXPERIENCE:

- Prior experience in office administration or in a related field.
- Consistent, professional dress, and manner.
- Excellent written and verbal communication skills.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Excellent time management and organisational skills.
- Experience with administrative and clerical procedures.
- Able to contribute positively as part of a team, helping out with various tasks, as required.

If you have the skills and experience outlined above and a passion for football, we want to hear from you!

Please submit your CV with a cover letter addressing the criteria to [vacancies@gibraltarfa.com](mailto:vacancies@gibraltarfa.com). The Gibraltar FA is seeking to appoint the appropriate candidate immediately, therefore applications close on Friday 30<sup>th</sup> September 2022.