PFA ENTERPRISES LTD OFFICE ADMINISTRATOR

PFA Enterprises Ltd is the commercial arm of The Professional Footballers’ Association which is the world’s longest-established sportsperson’s union, with over 50,000 members, and represents players in England and Wales. The PFA is involved in every aspect of a player’s career, and we lead the world in providing opportunities for our members to prepare for their second career and influence the football world.

We are currently looking for an office administrator to join the commercial department in the PFA London office on a one year contract to cover maternity leave.

The PFA Enterprises is an equal opportunities employer and is committed to honouring the FA’s Football Leadership Diversity Code in this recruitment process.

To apply, please send a covering letter and CV to: carol.hicks@thepfa.com

***Closing deadline for applications is Friday 30th July.***

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**PERSONAL SPECIFICATIONS**

**Skills and Experience:**

* Excellent communications skills;
* Proficiency in one or more of the following languages would be advantageous: French, Spanish, German, Italien or Portuguese;
* Competence in microsoft word and excel;
* Experience using Sage accountancy software;
* Ability to work independently and as part of a team;
* Well organised and able to undertake a wide range of administrative tasks;

**JOB DESPCRIPTION**

* Reception Duties;
* Sage Accounting Duties – raising and posting of invoices; chasing outstanding payments;
* PFA Website – keeping commercial information up to date;
* Events Management – assisting in running of events for commercial partners;
* PFA Fans Player of The Month – management of this Award (working with sponsors/PR/ media and clubs to increase awareness of the Awards)
* PFA Commercial Partners – co-ordinating and account managing commercial activity for each partner.
* General administrative tasks.

 **ADDITIONAL INFORMATION**

* This post is office based at the PFA’s office in central London;
* Hours of work, 9am – 5pm Monday to Friday;
* Competitive salary plus benefits;
* Any necessary training will be given.