

**EYST Wales/ Tiger Bay Boxing Club**

**BME Youth Invest Work Placement (Cardiff)**

**Job Description**

**Job Title:** Administration Assistant

**Hours of Work**: 16 hours per week (For 16 Weeks)

**Location**: Tiger Bay Boxing club, Bute Street, Cardiff

**Salary**: National Minimum Wage – age appropriate

**Aims of the post**

The Administration Assistant will support the manager in the office with general office duties.

**Key Responsibilities**

* Supporting with day-to-day office administration work
* Working from our database to organize and tidy files online
* Respond to enquiries by phone, by email and in person
* Updating website, social media and using MS Office (Word, Excel and PowerPoint)
* Maintaining and updating database records regarding membership
* Process applications and payments of new and current members
* Assist with supervision of gym facilities
* Maintain and ensure cleanliness of gym facility and equipment
* Coordinate boxing schedule and training session.

**Person Specification**

* Excellent written and verbal communication skills
* Excellent organisational and administrative skills with the ability to work to tight deadlines
* Ability to deal confidently with telephone enquiries from service users and other individuals
* The ability to work effectively as part of a team - able to work with others, communicate effectively to achieve goals, provide help and assistance and share information with other team members
* Be self-motivating and able to work on your own
* Show initiative - take personal responsibility for getting things done, asking for advice when necessary
* Develop ideas for improving the way tasks are done and take improvements forward
* Manage time effectively - plan work to manage a number of tasks and be resourceful, with a flexible approach
* Committed to excellence in client care
* Be positive about working in a changing and challenging environment
* Respect confidentiality and data protection
* Make effective use of technology and use resources responsibly