



## JOB VACANCY

### HR Administrator

<b>Organisation:</b>	Burton Albion Football Club
<b>Position:</b>	HR Administrator
<b>Salary:</b>	£18k - £20k pro rata depending on experience
<b>Location:</b>	The Pirelli Stadium, Burton Albion Football Club
<b>Type of Contract:</b>	Permanent - Part Time
<b>Closing Date:</b>	Friday 24 <sup>th</sup> November 2017

Burton Albion are looking to recruit an HR Administrator to work a minimum of 24 hours a week. Working closely alongside the Commercial Director and providing the full range of HR administration to the Club and its staff, the successful candidate will be the first point of contact for HR matters and enquiries.

Applicants must have two years previous experience within an HR environment and be familiar with relevant HR processes and policies. The ability to work in a fast paced, dynamic environment together with exceptional organisational skills and an eye for detail, efficiency and effectiveness are also a requisite for the role.

Applicants must be friendly and approachable and possess a high level of dedication and commitment with a 'can do' attitude; the ability to stay calm and composed under pressure is essential. Applicants must have excellent communication skills and a strong personality to be able to support line management to drive change and demand excellence in all we do as a Club.

If you have applied within the last 12 months for a similar role your application will not be considered.

**How to apply:** Application forms can be downloaded together with a full job description from [www.burtonalbionfc.co.uk](http://www.burtonalbionfc.co.uk) or requested by calling 01283 565938 or emailing [vacancies@burtonalbionfc.co.uk](mailto:vacancies@burtonalbionfc.co.uk) Applications to be sent by email together with a CV or by posting to Burton Albion Football Club, The Pirelli Stadium, Princess Way, Burton on Trent, Staffs DE13 0AR

