



JOB VACANCY

PA to Chairman & Executive Committee

Organisation:	Burton Albion Football Club
Position:	PA to Board of Directors
Salary:	Attractive salary
Location:	The Pirelli Stadium, Burton Albion Football Club
Type of Contract:	Permanent full time
Closing Date:	Friday 7 th December 2019

Burton Albion has a fantastic opportunity for an experienced PA to provide comprehensive and efficient secretarial and administrative support to the Board of Directors including the Chairman of Burton Albion Football Club and will be instrumental in ensuring the smooth-running of all associated tasks and duties within this role.

This is a significant key role dealing with confidential information and will be varied. We are seeking candidates who have PA and secretarial experience within a similar role, and are able to lead, organise be proactive, always one step ahead with excellent attention to detail and a positive attitude, along with a flare for organising and always happy to go the extra mile.

Applicants must be self motivated, able to use own initiative, and also be able to work as part of a team and possess a high level of dedication and commitment. A 'can do' attitude with the ability to work closely with others and able to work under pressure to meet deadlines. Applicants must have the ability to communicate effectively at all levels of the business.

Full job description is available on our webpage www.burtonalbionfc.co.uk

How to apply:

By application form only which can be downloaded either from our webpage www.burtonalbionfc.co.uk, by calling 01283 565938 or email hr@burtonalbionfc.co.uk to obtain a form. Your application form should then be sent for the attention of Ben Robinson, Chairman, to hr@burtonalbionfc.co.uk or by post The Chairman, Burton Albion Football Club, Pirelli Stadium, Princess Way, Burton on Trent, Staffs DE13 0AR

If you have applied within the last 12 months for a similar role your application will not be considered. Please note the closing date may change if a high volume of applications are received.

No agencies please.

