

CAREER OPPORTUNITY

OFFICE ADMINISTRATOR AT THE BRITISH GLIDING ASSOCIATION

The British Gliding Association (BGA) is seeking an Administrator based at its office which is located at Meridian Business Park in Leicester.

This is a full-time position.

Responsibilities include processing applications, quality checking of documentation and managing enquiries.

Desirable experience and skills are;

- A proven track record of working with minimum oversight, and with attention to detail as if someone's life could depend on it.
- Basic competence with using MS Office applications including Outlook, Word and Excel
- Familiarity with using a customer relationship database
- A great telephone manner – our customers are very important to us!
- A flexible approach, for example covering for colleagues on holiday, changed priorities, etc
- Comfortable working within a friendly small team that is mutually supportive

Salary £19,000 to £23,000 /year dependent on experience.

Business hours 8am-4pm Mon-Fri. Free parking at our office location. 25 days holiday/year plus bank holidays etc.

If you think you'll be a good fit, we'd love to hear from you!

Please submit an application with an attached CV in word format to pete@gliding.co.uk

Please include*;

- Your name, address, contact email and mobile phone number.
- Your experience and suitability for the role.
- Any other information that you think will help us choose you!

We look forward to hearing from you.

Pete Stratten
CEO
British Gliding Association
June 2019