



## **Job Specification**

# **Assistant Administrator (Competitions)**

## **Duties**

### **Administration of Bowls England National Competitions to include:**

- Creating and distributing entry cards
- Updating competitor details on database
- Entering results and notifying competitors of future opponents
- Responding to telephone and e-mail enquiries with regard to National Competitions
- Organising venues for regional finals and other events as required

### **Assisting with administration of Bowls England National Championships to include:**

- Supporting the Tournament Office
- Producing information packs for competitors
- Assisting with production of National Championship programme

### **General administrative duties:**

- Dealing with telephone and e-mail enquiries
- Updating in-house documents
- Stationery orders
- Assisting with mail-outs

## **Experience and qualifications**

- Outstanding verbal and written communication skills
- Exceptional computer literacy (Outlook/Word/Excel)
- Highly developed organisational skills
- Initiative
- Maturity to handle a range of situations
- A meticulous and thorough nature
- An ability to work to tight deadlines and under pressure
- Loyalty
- A high level of confidentiality
- A knowledge of the sport of bowls is essential