

Job Title:	Administration Assistant
Department:	Executive Office
Reporting To:	Assistant Company Secretary
Hours:	25 hours per week / Mon – Fri (flexible on hours but must cover 5 days)
Location:	St Andrews
Contract:	Permanent

Job Purpose

The R&A, the governing body for golf worldwide (excluding the USA and Mexico), is seeking an Administration Assistant to provide comprehensive and professional support to ensure the efficient operation of the office. Supporting the work of our Assistant Company Secretary, you will provide a comprehensive and efficient administration service, delivered in a professional, confidential manner with excellent communication skills.

Job Description

ROLE AND RESPONSIBILITIES

Core responsibilities will be but not limited to:

- Assisting with the preparation and distribution of confidential board papers.
- Liaising with overseas golfing organisations on R&A representation at golf events.
- Organising domestic and overseas travel and accommodation.
- Liaising with Company board members.
- Assisting with event preparation and meeting arrangements.
- Liaising with internal departments to handle requests and queries.
- Maintaining, updating and circulation of documentation.
- Maintaining electronic and hard copy filing systems.
- Check and process travel and accommodation invoices.
- Assisting with general correspondence and other general office duties as required.

QUALIFICATIONS AND EXPERIENCE

- Previous experience in a similar role is essential.
- Experienced user of Microsoft Office.
- Knowledge of office management systems and procedures.

ESSENTIAL SKILLS AND QUALITIES

In addition, the successful candidate will require:

- Respect for high levels of confidentiality.
- Initiative and proactivity.
- Excellent communication skills – written and spoken.
- Strong organisational and planning skills.
- Attention to detail.
- Be a strong team player.
- Be flexible and reliable.

To apply for this vacancy, please send your c.v. and covering letter, stating your salary expectations to Laura Kane on recruitment@randa.org by the closing date of Friday 18th January 2019.

How your information will be used

In order to progress your application, for administrative purposes, The R&A will record, keep, and hold the personal data which you have provided in this application stored in our Human Resources files. Your data will not be transferred to any third parties outside of The R&A group companies. If your application is successful, The R&A will hold this data as part of your employee record which will be stored on the basis of our Privacy Policy. In the event that your application is unsuccessful, we will hold the application form and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it.

If you have any questions about The R&A's use of your data, please contact us.