



LEARN PLAY ACHIEVE

Job Title: Sussex Administration Assistant

Location: Maritime House, Basin Road North, Portslade,
West Sussex, BN41 1WR

Job Type: Part Time / Full-Time

About Learn Play Achieve: Learn Play Achieve, a leading soccer coaching business in the UK, is dedicated to the development of young soccer talents. Our approach emphasizes individual growth and learning. As we continue to expand, we are seeking a highly motivated Administration Assistant to join our family and support our growing operations.

Job Description: The Administration Assistant will play a crucial role in our team, managing daily administrative tasks to ensure smooth operations. The ideal candidate will be a self-starter, capable of working independently and collaboratively with different departments, providing top-notch customer service, and effectively managing our bookings and payments system.

Key Responsibilities:

- Responding promptly and professionally to emails and taking telephone calls.
- Managing bookings, scheduling, and processing payments efficiently.
- Offering exceptional customer service, addressing queries, and dealing with registered interests.
- Collaborating with the sales and marketing team, academy manager, and business development officer to support team initiatives.
- Maintaining accurate records and performing data entry tasks.
- Assisting in the organisation and coordination of events and programmes.

Requirements:

- Proven experience in an administrative role.
- Excellent communication and interpersonal skills.
- Strong organisational skills and attention to detail.
- Ability to work independently and take initiative in problem-solving.
- Proficiency in office software and administrative systems.
- A positive, team-oriented attitude with a passion for soccer and youth development.

Benefits:

- Be a part of a vibrant and passionate team in the sports coaching industry.
- Opportunities for professional growth and development.
- Competitive salary and a supportive work environment.
- A chance to contribute to the growth and success of young soccer talents.

Join us at Learn Play Achieve, where your creativity and passion can help shape the future of young soccer talents!

To Apply: Please send your CV, a cover letter, and a portfolio of your previous work in social media content creation and video production to del@learnplayachieve.com.

We look forward to welcoming you to the Learn Play Achieve family!

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