



EXECUTIVE ASSISTANT
PROFESSIONAL GOLFERS' ASSOCIATIONS OF EUROPE
SUTTON COLDFIELD, BIRMINGHAM
£20,000 - £25,000 + Benefits

The PGAs of Europe is looking for an outstanding individual to strengthen our team and help us to represent and increase the influence of National PGAs and developing, sharing and advancing the standards of PGA Professionals.

The main purpose of the job will be to assist the Chief Executive in ensuring that the Association's administration and finances are managed effectively and efficiently.

The PGAs of Europe guides the administration of the professional game throughout the continent and sometimes beyond in order to ensure excellence in the delivery of those services necessary to guarantee highly qualified, highly skilled PGA Professionals who lead the growth of the game.

EXECUTIVE ASSISTANT – SKILLS & EXPERIENCE

Essential

- Excellent organisational, planning and administrative skills
- A strong working knowledge of MS Word, PowerPoint, Excel and MS Outlook or Mac OS
- Excellent oral, written and interpersonal skills
- Ability to work independently or as part of a team and to travel outside of the country from time to time
- A flexible approach to working hours and a willingness to travel overseas from time to time

Desirable

- Previous experience at a senior level support role
- International experience
- A working knowledge of Sage / Microsoft Great Plains for financial management and payroll
- Knowledge of another European language would be beneficial

EXECUTIVE ASSISTANT– KEY BEHAVIOURS

- Self-starting individual with experience of taking responsibility for projects
- A confident, calm and professional manner with a positive and proactive approach and passion for working in a dynamic, flexible and multi-faceted sports environment
- A keen eye for attention to detail
- The ability to work to specific deadlines
- An appreciation of the role of the PGA Professional and an understanding of the structure of the golf industry would be advantageous

EXECUTIVE ASSISTANT – RESPONSIBILITIES

Executive Assistant to the Chief Executive

- To provide overall administrative support for the Chief Executive
- Provision of secretarial support to the Board of Directors including minute taking of the Board Meetings and AGM with timely and accurate execution of minutes
- To assist the Chief Executive with ensuring that all legal and financial requirements are met within recommended timeframes
- Annual Congress – work closely with the Chief Executive to manage all pre, post and on-site administration relating to the Annual Congress ensuring the highest achievable standards for the event
- Assisting the Chief Executive with the preparation of Commercial Contracts
- Ensure that the Chief Executive receives accurate, timely and clear information including itineraries, schedules and documentation

Assistant to the Director of Education & Membership

- Provision of administrative support to the Director of Education & Membership
- Provision of secretarial support to the Education Committee including minute taking with timely execution of the minutes
- Working with the Director to ensure effective management of all golf development administration and services including co-ordinating travel and payments for Golf Development Professionals on the “Working for Golf” programme
- Assistance with managing educational events and co-ordination of pre, post and on-site administration

Office Administration / Management

- Meeting and greeting visitors at all levels of seniority
- Handling telephone calls, enquiries and requests efficiently
- Devising and efficiently maintaining office systems, databases and procedures
- Administer the Association’s HR & Health and Safety processes and documentation
- Ensure Data Protection is adhered to for the Association
- Co-ordinate all travel arrangements relating to the Chief Executive, Director of Education & Membership, Board, Education Committee and Golf Development Professionals where appropriate
- Provide support to the Communications Manager where required
- Responsibility for all office equipment ordering, servicing and maintenance as and when required

Finance

- Weekly liaison with the Finance Department of the PGA of GB&I to ensure effective management of the Association’s accounts.
- Responsible for overseeing the day-to-day processing of all financial transactions
- Ensure that the audit is managed in a timely and effective manner
- Ensure that the company’s insurances are kept up-to-date and appropriate
- Ensure that all Corporation Tax, EC Sales and VAT are effectively managed
- Ensure timely payment of prize money from PGAs of Europe tournaments