



# TORQUAY UNITED FOOTBALL CLUB

Plainmoor Stadium, Plainmoor, Torquay TQ1 3PS

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## Vacancy for Receptionist/Administrator

An exciting opportunity has become available at Torquay United Association Football Club, for a receptionist.

The successful candidate will have the following skills:

- Excellent communication skill- both oral and written
- Good administration skills, including basic computer skills
- Ability to take accurate messages, follow up where necessary
- Must be polite with an excellent telephone manner
- Discreet and confidential in dealing with sensitive issues
- Friendly and professional approach
- Ability to multi-task and prioritise
- Confident, good telephone manner, attention to detail, punctual, smart appearance, and team player
- Smart, presentable and well mannered.
- Have strong computer skills and able to use Microsoft applications very well

Duties to include:

- Being first point of call for the Club
- Meet and greet customers in a friendly and welcoming manner
- To answer all incoming calls promptly and efficiently taking messages where needed
- Taking bookings by phone, e-mail, letter or face-to-face
- Managing the ticket sales for games, to include processing orders.
- To count and log end of day takings
- Managing the reception desk
- Other relevant duties as required.

This position will be full time or part-time, with matchdays essential.

Applicants should email [secretary@torquayunited.com](mailto:secretary@torquayunited.com) with covering letter and CV,

