

# Glasgow Warriors Administrator

**(Fixed Term contract)**

This role is key to ensuring that events, meetings, travel, financial administration and the general office runs smoothly and efficiently. Reporting directly to the Head of Operations, it supports the wider commercial team with administrative and operational duties. On events / match day, the role is also to provide operational support setting up and managing key functions of GW Events.

## About the Role

- Providing administrative support to GW Operations and Commercial departments
- Raise and receipt purchase orders in NetSuite and support day-to-day financial administration
- Work with the finance department to process payments, ensuring suppliers and contractors are paid within terms and resolving any issues across the GW business
- Support the Operations Budget through accurate financial administration, reconciliation, and spend-to-date monitoring reports.
- Support the Managing Director / GW Stadium Operations Manager by providing project management support for specific strategic projects including Hampden
- Arranging internal and external meetings including: -
  - Booking rooms/ venues/ catering /conference facilities as required
  - Preparation and distribution of agendas
- Managing attendee requirements as required
- Facilitating meetings, recording actions and minutes
- Distributing actions and scheduling meetings
- Gathering status updates on agreed actions
- Coordinate & communicate match day documentation
- Support the delivery of GW Matchdays and Operations Team
- Manage Friends and Family and Business Club guestlists and operations on match day

## Key Skills

### Business Enabler

- **Planning and Organisation:** You manage time, resources, and tasks effectively to achieve your goals. Objectives are clear, tasks are prioritised, and plans are structured to ensure efficient and timely completion. You anticipate challenges, adapt as needed, and keep everything on track to meet deadlines and deliver results.
- **Problem solving and critical thinking:** You have a curious mind! You can analyse complex information and different perspectives, and then develop unbiased and innovative solutions to challenges, which are grounded in sound judgement.
- **Stakeholder management:** you have a strength for collaboration which engages internal and external partners. This enables you to create boundaries and manage expectations, enabling projects to work on time and to budget.

## Knowledge & Experience

- Experience in similar administrative role
- Demonstratable experience of working positively with internal stakeholders
- Experience of working within professional sport advantageous
- Experience of NetSuite or other financial management software desirable
- Match day event operations

## Working Logistics

**Location:** Scotstoun Stadium

**Working pattern:** Monday to Friday full time, with regular weekends and evenings

**Contract type:** Fixed term (approx. 12 months)

**Reports to:** GW Head of Operations

