



## JOB VACANCY

<b>JOB TITLE</b>	<b>COMMERCIAL OPERATIONS ASSISTANT</b>
<b>DEPARTMENT</b>	<b>COMMERCIAL</b>
<b>LOCATION</b>	<b>SWANSEA.COM STADIUM, SA1 2FA</b>
<b>WORKING HOURS</b>	<b>MONDAY – FRIDAY (40 HOURS), INCLUDING MATCH DAYS</b>

<b>RESPONSIBLE TO</b>	<b>HEAD OF COMMERCIAL</b>
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<b>SALARY</b>	<b>COMPETITIVE</b>
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### JOB SUMMARY

Seeking a highly organised individual, with excellent communication skills, proficient in Outlook and other Microsoft packages. The Commercial Operations Assistant will be responsible for supporting the Head of Commercial, Head of Sales and Head of Marketing with administrative tasks, managing communications, diary management, travel management, coordinating matchday and non-matchday events and contributing to the outstanding delivery of our commercial operations.

### ROLE & RESPONSIBILITIES

- Provide comprehensive administrative support to the Head of Commercial, Head of Sales and Head of Marketing, including but not limited to;
  - Managing calendars and scheduling meetings
  - Preparing and processing documents, reports and presentations
  - Recording meeting minutes
  - Maintaining and updating contact lists and databases
  - Expenses and credit card management
- Co-ordinate logistics such as venue booking, catering and transportation
- Liaise with internal and external stakeholders to ensure smooth event execution
- Lead on office-based, administrative tasks
- Fulfilment of signed merchandise requirements for the commercial team and partners
- Responsible for supporting commercial match day activity across; management, sales and marketing functions
- Complete EFL, and other central competition, commercial activation requirements
- Work with the EA to deliver an outstanding level of service, pre, during and post-match for Swansea City AFC Centenary Suite guests
- Work collaboratively across departments and lead on commercial elements of matchday and event briefings
- Developing leads with prospective partners, via research, outbound calls and answering enquiries
- Creation of bespoke partnership proposals
- Creation of contracts, in line with company templates



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### GENERAL STATEMENT

All employees of Swansea City AFC are required to follow the Clubs policies and procedures as detailed within the Staff Handbook.

Swansea City AFC encourages a workplace where there is open communication and employees are given the opportunity to raise concerns and share ideas.

All employees are responsible for the health and safety of themselves and others who may be affected by their acts or omissions at work.

### SAFEGUARDING & WELFARE

Swansea City AFC is committed to safeguarding children and adults at risk.

The safety and welfare of children and adults at risk under the care of the club is paramount. All participants and visitors to club activities have a right to feel safe and be safe. All members of staff have a duty to keep children and adults at risk safe and help protect them from abuse or harm.

### EQUALITY, DIVERSITY & INCLUSION STATEMENT

Swansea City AFC is committed to promoting equality of opportunity to everyone who wishes to be involved in the Club. The Club is committed to avoiding and eliminating unfair discrimination of any kind and will, under no circumstances, condone unlawful discriminatory practices. The Club strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected.

### CRIMINAL RECORD CHECK REQUIREMENT

This role is not subject to DBS checks

### HOW TO APPLY

Please complete an Application Form, available [HERE](#). If you require the application form in an alternative format, please email [jobs@swanseacity.com](mailto:jobs@swanseacity.com)

The closing date for this vacancy will be **31<sup>st</sup> July 2024**.