



Job Title: Sports Administrator
Salary: Basic + Event Commission
Location: Putney, London

JKUK Sports Ltd is a specialist in sports outfitting solutions for teams, national sporting bodies, businesses and charities. Clients include GB Rowing, Adidas, The Royal Parks Foundation and Limelight Sports.

The company distributes various brands in the UK and Europe including JL Racing, Boathouse Sports and its own brand – Crewroom.

We are looking for an enthusiastic individual to join us and provide administrative support to the sales and management team. The role is predominantly office based but the candidate will be involved in events throughout the sporting calendar which will involve weekend work.

Key Responsibilities:

- Customer service – dealing with email, telephone and visitor enquiries; offering advice and assigning sales enquiries to relevant team members.
- Order processing – placing orders via online systems, liaising with suppliers and customers, managing kit deliveries within specified timelines, raising customer invoices.
- Order dispatch – checking weekly shipments and dispatching orders to customers.
- Event Coordination – preparing stock and equipment for events, assisting with stand build pre and post event, managing trade stands during events; this will involve driving a company van to and from events.

Skills & Abilities:

- Excellent organisational skills.
- Highly computer literate – proficient in the use of Excel, Word, and Outlook. An understanding of web-based CMS software, SAGE accounts software and Adobe Illustrator would be beneficial but training will be given.
- Strong communication skills.

Qualifications & Experience:

- A background in sports administration is preferable but candidates will have business experience and a keen interest in sport.
- At least two years' experience in an administrative role.
- Educated to 'A' level or Degree level.
- Full clean driving licence.

This job will suit a candidate who is hands-on, motivated, pro-active and keen to get involved. We work with some elite athletes and sporting organisations as well as international suppliers so a candidate with great interpersonal skills will work well in our small but dynamic team.

Please send a copy of your CV and covering letter to: enquiries@crewroom.biz

