

## SWA Company Administrator

### Sports & Wellbeing Analytics

Sports & Wellbeing Analytics (SWA) are a disruptive technology start up, based in Swansea, South Wales. SWA are working to create new forms of data and interpret these in a way that support people's wellbeing. In the area of sport, SWA have developed the PROTECHT system which measures head impacts in contact sports and translates this information to support the wellbeing of players and help to make contact sports safer. By quantifying the contact element of competition demands, it is also possible to use PROTECHT as a tool to improve performance.

The company are about to embark on an ambitious growth period and are looking to bolster their staffing levels

**Job Title:** Company Administrator

**Location:** Home based initially (broadband connection required)

**Hours:** Part Time – Flexible but ideally 4 hours per day, 5 days per week

**Salary:** Competitive and based on experience

**Benefits:** Paid holiday (25 days / year pro-rata to hours worked), contributory pension.

**Reporting to:** Head of Business Development and Marketing

### PERSON SPECIFICATION

We are a dynamic, small team that often adapt to fill many roles. We are looking for people who will fit in with the team and show initiative to support the business moving forward. The personal qualities of applicants will therefore be key and as such we are looking for people who are:

- Enthusiastic and self motivated
- Professional
- Flexible and Adaptable
- Trustworthy and Dependable
- Good Communicator
- Organised, Diligent and Thorough
- Hard working
- Demonstrate Initiative and be able to problem solve

It should be noted that SWA currently operate virtually and as such this role does not require attendance at an office location at this time. This may change in the future but home working is therefore the norm. Access to a broadband connection and familiarity in managing their own computer environment including the use of Microsoft Word, Excel and Powerpoint as well as Skype is required.

### General Duties

#### Inventory management

- Administration of the Inventory Management System
- Knowing where all SWA inventory is at any time
- Arranging for equipment repairs and return to stock
- Planning for stock replenishment given the delivery pipeline



- Raising supplier orders for approval by Management
- Periodic stock reporting and valuation

## **Equipment Maintenance**

- Liaising with customers to arrange for the replacement of faulty equipment
- Arranging for equipment repairs and return to stock

## **Organising the provisioning of new systems for Clubs**

- Ordering from suppliers
- Arranging with clubs and athletes for mouthguard impressions to be taken
- Requesting system builds
- Updating and maintain club documentation
- Ensuring the Club master spreadsheet is totally up to date and accurate

## **Marketing and Social Media**

- Collating blogs and other content for the website
- Maintenance and updating of Company website
- Maintaining the Company social media presence
- Distribution of Company newsletter
- Management of customer contact database

## **Office Administration**

- Maintaining files of company documents
- Update and management of key contact database
- Other office tasks and duties as required
- Contract Management

