

## HIT THE BIG TIME AND START YOUR NEW CAREER?

### Celebrity Administration Executive

**Location:** Costock, near Loughborough, Leicestershire

**Hours:** Full Time

Champions (UK) Plc is one of the UK's leading award-winning brand and celebrity agency, boasting an enviable portfolio of clients, nationally and internationally - 66 countries and counting.

A family-owned business with solid family values and ethics, Champions has grown over the last 19 years and has evolved significantly winning awards such as The Sunday Times Fast Track 100, London Stock Exchange Top 1000 businesses and The Telegraph Top 1000 Britain's Brightest Businesses.

Working with the best sport stars, politicians, business leaders and celebrities you will be tasked to liaise with the celebrity / agent to ensure a smooth engagement or campaign for our clients. Typical requirements include: organising and delivering briefing calls, raising contracts and invoices, sorting all logistics for the celebrity, post event/campaign feedback forms, sorting expenses and monthly figures.

Clients include the likes of Goldman Sachs, GSK, Bupa, Tesco, Ford, Amazon, Barclays and Google to name just a few. Celebrity cliental include the likes of Dr Alex George, Venus Williams, Billy Faiers, Major Tim Peake, Bear Grylls, Jack Whitehall, Jimmy Carr Etc

With a vibrant and dynamic team of over 70+ highly-skilled staff and still expanding, Champions' continued success is creating additional and exciting employment opportunities.

Impressive company perks and training with team outings including trips abroad, weekend breaks, meals out and even feeding lions! Regular events at The Dorchester Hotel, The Gherkin, Wembley, The O2 and Michelin star restaurants. This role is a real unique opportunity to rub shoulders with world leading celebrities and experience and be part of money can't buy experiences.

#### 🔗 Responsibilities

- Answering the telephone
- Diary management
- Writing and distributing emails and correspondence
- Contract management
- Maintaining contact lists
- Record-keeping and filing
- Invoicing
- Organising travel requirements
- Arranging conference calls
- Taking notes at meetings
- General support to visitors and other internal departments

#### 🔗 Experience, Qualifications and Skills Required

- Computer literate - proficient user of Microsoft Office applications like Word, Excel, Outlook and PowerPoint
- Excellent written and verbal communication skills
- Exceptional organisational and planning skills
- Ability to multitask and prioritise to tight deadlines
- Ability to undertake research
- Quick thinking and able to work on own initiative
- Teamworker
- Motivated, persistent and reliable
- Excellent time management
- An attention to detail and problem-solving skills
- Any other duties as assigned by your immediate superior

#### 🔗 Benefits

- On-site gym
- The opportunity to take country walks around our grounds for exercise and well being
- New starter goodie bag
- Above and beyond bonus scheme
- Enhanced holiday allowance after three continuous years with the company
- Modern, clean and spacious office in our new £1million digital hub
- Departmental socials
- Training throughout the year
- Contributory pension scheme
- Birthday bottle of bubbly
- Weekly cake club (Covid-19 permitting)
- Yearly Christmas party – all expenses paid (Covid-19 permitting)

If you are interested, please send a convincing covering letter, stating why you are the ideal candidate for this challenging and exciting position and your present salary, along with an up to date CV to [careers@championsukplc.com](mailto:careers@championsukplc.com)