

JOB DESCRIPTION



JOB TITLE: Receptionist

COMPANY: Doncaster Rugby Club Ltd

LOCATION: Castle Park/DRFC

REPORTING TO: Events Sales Manager

Brief Overview:

The key duties of the role are as follows: -

- Answering telephone calls and directing them to the relevant department
- Dealing with incoming and outgoing post
- Printing and displaying all signage daily
- Stationary ordering and inventory control
- Matchday ticket selling and administration
- Booking in events and matchday bookings alongside the events team
- Working alongside the events team to aid the smooth running of events
- Working alongside the team to aid the smooth running of matchdays

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