



Ticket Office Matchday Assistant Job Description

Responsibilities

- Operate computer-based Ticket Software (Training will be given)
- Counter service of Ticket Sales & General Enquiries
- Handle Ticket enquires and sales telephone calls in a professional manner
- Cash handling & Reconciliation

Knowledge & Experience

- Strong Computer Literacy
- Polite, professional telephone manner
- Confident communicator
- Well presented, professional manner
- Knowledge of Football (desirable)

All applicants should be available to work all Southend United FC home matches which includes evenings and weekends.

All CV's to be emailed to Gavin Preston, Ticket Office Manager at:

ticket.officemanager@southend-united.co.uk

The closing date for sending in CV's is 5pm on Friday 12th July 2019.