

Jane Price – Business Support Officer



Main Role Responsibility

- First point of contact in the organisation via phone and email.
- Affiliations through My Hockey Wales.
- Facility bookings at Sport Wales National Centre.
- Invoices and financial administration.

Other Lead Responsibility

- Administration support to the Chief Executive Officer.
- Administration support to the Hockey Wales Board.
- Administration support to the South Wales Regional Hockey Board.
- Administration support to the Competitions TAG.
- General office administration (post, stationery etc.)
- HR
- Kit