



ADMINISTRATION ASSISTANT JOB SPECIFICATION

An opportunity has arisen for an Administration Assistant reporting to the Operations Manager. This role is suited to a person that is well organized, enthusiastic and professional. Accuracy and attention to detail are critical to the success of this role.

The main responsibilities of the role include (but are not limited to):-

- Monitoring and managing online bookings.
- Maintenance of Excel spreadsheets including data manipulation as per business requirements.
- Data entry into various spreadsheets and other systems.
- Placing Catering Orders and ensuring all kitchen paperwork is processed as per the Company Policy.
- Performing the administrative duties of the Company Processes.
- Answering telephones, providing information to customers and taking messages.
- Organisation and management of emails.
- Processing forms as required.
- Keeping offices clean and tidy.
- Any other administrative tasks as required.
- Assist within the venue as needed eg. Reception cover.

The person appointed to this role will be required to have the following skills:-

- Be IT literate, with experience of Microsoft Office products, in particular Excel, Word and Outlook.
- Previous experience of administrative roles

The candidate must be self-motivated and dedicated. Their communication and organizational skills must be exceptional and they must be well presented and professional at all times. They must be able to work well in a team and also alone, having good interpersonal skills as this is a customer facing role.

The role is available as either a full-time position for 30 hours per week, on a job share basis, or on a part time basis. The salary for this role will be circa £8.00 per hour.

Company benefits include pension scheme, discounted staff meals, discounts for admission, parties, skate lessons and merchandise. (Subject to eligibility criteria).



The applicant must be an EU citizen or prove eligibility for full time work in the UK.