



## **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):-

- Taking bookings and payments
- 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
- 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 for 40 hours per week with a salary of circa £8.00 per hour. The applicant must be an EU citizen or prove eligibility for full time work in the UK.