



**curve**motion

## **BUSINESS SUPPORT OFFICER JOB SPECIFICATION**

An opportunity has arisen for a Business Support Officer 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):-

- Entering rotas and timesheet information into the company system and ensuring these are kept up to date.
- Liaising with staff regarding availability for work and shifts.
- Creating and entering purchase orders, delivery and stock information into the company database system.
- Creation of Excel spreadsheets including data manipulation as per business requirements.
- Typing up catering recipes and ensuring information in appropriate spreadsheets is updated with relevant information.
- Administration associated with the Company kitchen process including (but not limited to) updating order sheets, reviewing prices, reviewing products and keeping all paperwork up to date.
- Creation of Word templates and documents as per business requirements.
- Data entry into various spreadsheets and other systems.
- Performing stock takes.
- Provide PA support to the Senior Management Team.
- Liaising with various suppliers to ensure services are arranged.
- Any other administrative tasks as required.

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

- Be IT literate, with good experience of Microsoft Office products, in particular Excel and Word.
- A minimum of 3 years 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 and customer focus.

The role is for 35-40 hours per week with a salary circa £9.50 per hour. The applicant must be an EU citizen or prove eligibility for full time work in the UK.