



## SENIOR BUSINESS SUPPORT OFFICER JOB SPECIFICATION

CurveMotion is an exciting indoor interactive venue located in Bury St Edmunds, Suffolk. The venue offers a variety of activities for all ages including roller skating and soft play facilities.

An opportunity has arisen for a Senior Business Support Officer reporting to the Operations Manager. This role is suited to a person that has previous administration experience, 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):-

- Being the central point of contact to maintain and extend the use of the Company Timesheet system which will include:
  - Entering rota's and working plans.
  - Recording working deviations.
  - Entering holidays and other working information.
  - Maintaining staff information.
  - Determining how the system can be fully utilised to streamline working processes.
- Liaising with staff regarding availability for work and shifts.
- Control of the purchase process including:
  - Maintain and extend accounting spreadsheets (to feed into Company Accounting Software).
  - Receiving invoices from Suppliers.
  - Matching invoices to purchase orders.
  - Entering invoice information into the accounting spreadsheets.
  - Creating and entering purchase orders, delivery and stock information into the Company database system.
- Control of the kitchen ordering and purchasing process including:
  - Typing up catering recipes and ensuring appropriate spreadsheets are updated.
  - Placing catering orders.
  - Updating order sheets.
  - Reviewing prices and products.
  - Liaising with kitchen staff to ensure kitchen accounts paperwork is provided to Accounts promptly, correctly and in line with the Company process.
- Provide PA Support to the Senior Management Team.
  - Providing administrative support to the CEO/COO/CMO as needed.
- Other general administration duties including (but not limited to):
  - Creation of word templates and documents as per business requirements.
  - Data entry into various spreadsheets and other systems.
  - Performing stock takes.



- Answering telephones and providing back up cover for Bookings Administrator.
- Liaising with various suppliers to ensure services are arranged.

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 in a senior administrative role.

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 40 hours per week with a salary circa £21,000 per annum. Company benefits include pension scheme, discounted staff meals, discounts for admission, parties, skate lessons and merchandise. *(Subject to eligibility criteria).*

Applicants must be EU citizens or prove eligibility for full time work in the UK.