



WEEKEND ADMINISTRATOR 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 Weekend Administrator reporting to the Operations Manager or Duty Manager on shift. This role is for Saturdays and Sundays, 10am to 4.30pm and is for a fixed term up to and including 6th May 2018. The Weekend Administrator will be the first point of contact for customer enquiries over the weekend.

The role will include (but not be limited to) the following:

- Answering phone calls and dealing with customer enquiries
- Monitoring and managing online bookings.
- Taking party, private hire and group bookings over the phone and at the venue.
- Taking credit card payments over the phone
- Pre-printing wristbands for online bookings
- Ensuring paperwork and the office is ready for the weekday administrators
- Other administrative duties as required e.g. filing, data entry, processing forms.
- Keeping offices clean and tidy.

The candidate must possess excellent customer service skills both on the phone and face to face, and be able to quickly learn information. They must have good IT skills in particular in the use of Microsoft Word, Excel and Outlook. Salary circa £8.00 per hour.

The person appointed to this role will be enthusiastic, self-motivated, dedicated, well presented and professional at all times. They must display excellent inter-personal and communication skills. The ability to work as part of a team is essential.

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