Job Description

Job Title: Hospitality Administrative Assistant

Accountable to: Hospitality Manager

Accountable for: N/A

Liaison with: Fellows, Students, College Staff

Job Purpose
The post holder will be required to provide administrative support to the hospitality team. The main responsibilities of the role include: maintaining successful communication between the Hospitality and Kitchen Teams; monitoring the KX booking system, supporting the Hospitality Team with day-to-day administration, including banking, preparation of place cards and seating plans and general office duties.

Main duties and Responsibilities

- Providing general admin support for all Hospitality and Accommodation activities.
- Actioning all ad hoc internal room bookings.
- Ordering of various stationery supplies for the Domestic Bursary.
- Assisting with AV set up and supporting users with use of the equipment as required.
- Administering, ordering, issuing and stock control of staff uniforms.
- Helping the Hospitality Managers with the preparation of menus, room labels, information packs, name cards and seating plans.
- Support Hospitality Managers with meal bookings’ queries and checking the daily allergen lists.
- Controlling internal and external post, including mailing of hospitality brochures etc.
- Supporting the Bar and Hospitality Teams with banking; control of petty cash.
- Checking of timesheets and leave management for the Domestic Bursary.
- General filing and management of paperwork.
- Supporting the Hospitality Team with any other duties that the Hospitality Manager may reasonably request.
Person Specification

*Essential Qualifications, Skills and Experience*

- Good standard of education i.e. Maths & English GCSEs (grade C or above) or equivalent.
- Effective listening, verbal and written communication skills.
- A confident and friendly approach, the ability to build and maintain relationships with people at all levels including internal (Fellows, Staff & Students) and external (suppliers & contractors) customers.
- Strong IT skills, particularly Microsoft Office.
- Ability to learn quickly about the business and a willingness to learn.
- Self-motivated, work effectively as a team player.
- Ability to design and process a wide range of documents in accordance with instructions and house style, paying attention to detail.

*Desirable*

- Professional and friendly manner.
- Working as part of a team and on own initiative.