

JOB DESCRIPTION – OFFICE ADMINISTRATOR

PURPOSE OF THE JOB

To provide administrative and office support to the York Support Office team.

Regardless of the task in hand, together at Continuum we will have fun and make money – in that order!

KEY ACCOUNTABILITIES

- Observe and report immediately any incidents, which may affect the health and safety of other team.
- Take pride and responsibility in the appearance of the office.
- Ensure the colleague support is delivered to the very highest standards.
- Monitor office supplies and stationary and place orders when necessary
- Manage the reception inbox correspondence; forwarding relevant emails to the appropriate team members
- Liaise with external service providers such as cleaners, tradesmen and York Council to ensure office needs are met in a timely manner and any issues are resolved.
- Sort all office post and distribute to the relevant team members.
- Answer office phone calls and transfer to the relevant team member when necessary
- Support with meetings upon request by setting up the boardroom, preparing meeting documents/reports and organising refreshments.
- Provide administrative support for other teams and projects as required
- Attend all training sessions and team meetings as required.
- Ensure that all policies and procedures are adhered to
- Identify any suggestions for improvement to enhance the guest experience or colleague support.

This job description is not exhaustive and other duties or tasks may be required as specified from time to time in accordance with the job role

ATTRACTION/OFFICE SPECIFIC REQUIREMENTS