



# THE BATH HOTEL ADMINISTRATOR

## THE PLACE

A beautiful Victorian hotel set on the Harbourside in Lynmouth with spectacular views out over Lynmouth Bay and beyond. The hotel has been in the same family for 3 generations and has been undergoing extensive renovation and refurbishment. We have 20 bedrooms, 60-seater restaurant and bar / outside deck area seating up to 100 covers.

## THE PERKS

As our Administrator you can look forward to the following:

- Company pension
- Financial planning services
- Free parking
- On-site parking

## THE PERSON

- Strong organizational skills with the ability to multitask and prioritize tasks effectively
- Proficient in data entry and using software
- Typing speed of at least 50 words per minute
- Familiarity with office equipment and basic clerical duties
- Excellent written and verbal communication skills
- Professional phone etiquette and customer service skills
- Proficient in using Google Suite (Docs, Sheets, Slides, etc.)
- Ability to work independently with minimal supervision
- Attention to detail and accuracy in all work

## RESPONSIBILITIES

- Provide administrative support to the executive team
- Manage calendars, schedule appointments, and coordinate meetings
- Handle phone calls, emails, and correspondence
- Perform data entry and maintain accurate records
- Assist with bookkeeping tasks
- Conduct research and compile information as needed
- Prepare and edit documents, reports, and presentations
- Coordinate travel arrangements and accommodations



- Organize and maintain files and documents in both physical and digital formats
- Handle confidential information with discretion
- Payroll Assistant

Note: This job description is not intended to be all-inclusive. The employee may perform other related duties as assigned by their supervisor.

#### **OTHER DETAILS**

- Expected start date: 01/07/2024
- Job Types: Flexitime
- Work Location: In person
- Expected hours: Monday - Friday