



## Job Description

Job Title	Office Manager/PA
Department/Location	Administration
Reports To	Craig Jenkins
Staff Responsibilities	None
Hours of Work	Full Time
Salary	£23,000–£25,000 pro rata

### Summary of Position

We are looking for an enthusiastic and resourceful Office Manager/PA to be the new 'face of Visit Bath'. An opportunity has arisen within the company for this hugely varied role. The post holder will be presentable, efficient and enthusiastic in welcoming staff and visitors to the site for both Visit Bath and Bath Festivals.

### Purpose of Job

The position requires the post holder to be responsible for managing the office and reception, performing PA duties to the Senior Management Team, CEO and Board of Directors and offering necessary support for the business to function. They will be responsible for Health and Safety within the department, holding staff records, producing contracts and be a first point of contact for any HR or site issues.

### Primary Responsibilities

The role is greatly varied, and this is not an exhaustive list, but represents some of the duties that will be asked within the role:

1. Overseeing the diaries of the Senior Management Team (SMT), CEO and Chairman	2. Managing the front desk and greeting visitors as they arrive
3. Acting as gatekeeper both in person and by email for staff of both Visit Bath and Bath Festivals	4. Answering the telephone and transferring calls
5. Organising, attending and minute-taking for the SMT	6. Board involvement, communication and organisation with minute-taking
7. Undertake such other duties and responsibilities as are specified by the Board and Chief Executive	8. Organising site maintenance and repairs with third parties and holding utility and contract information

9. Maintaining stock levels on stationery and kitchen supplies	10. Updating policies and procedures, facilities and other office records
11. Responsible for on-boarding and off-boarding and a smooth transition of staff in and out of the office	12. Organising Fire Marshal and First Aid training and keeping records up-to-date

To apply, please send your CV along with a cover letter to [nick\\_vogwell@bathtourism.co.uk](mailto:nick_vogwell@bathtourism.co.uk). The deadline is 19<sup>th</sup> October 2018 and interviews will take place shortly after.

All applicants must be eligible to live and work in the UK. As part of the recruitment process, you will be asked to provide documented evidence of eligibility.

All records will be held for a period of three months after which time they will be disposed of unless there is a specific request from the applicant to store the details.

Please note that we are unable to respond to enquiries, accept CVs or applications from Recruitment Agencies.

**Please note**, this job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and we would aim to reach agreement on any changes.