

Job Description

|  |  |
| --- | --- |
| **Job Title:** | Domestic Office Administrator |
| **Job Contribution:** | To provide administration support to the Accommodation, Catering and Conference and Events function within the College. Working on average a 30:30:30 split between departments. |
| **Reporting to:** | Domestic Bursar, Accommodation Manager and Conference and Events Manager |
| **Works closely with:** | Accommodation, Catering and C&E departments, Head Chef and Butler. |
| **Responsibilities:** | We are seeking a self-motivated Office Administrator to provide administration support to the Accommodation, Catering and Conference and Events functions within the College.  The ideal candidate will have strong administrative support skills, with prior experience in a similar role. You will be able to multi-task, function well in a team setting and have meticulous attention to detail. This is an excellent opportunity to join our friendly team of dedicated professionals and enjoy the advantages of excellent pay and a comprehensive benefits package.  **Conference and Events**   * Producing menus for Hall and events * Creating table plans, seating cards and pricing information * Assisting with raising invoices for internal meetings and liaising with Butler in obtaining drinks consumption. * Book rooms for teaching, exams, meetings, functions and events including Degree and Outreach days * Maintaining function sheets and ensuring meeting room equipment is serviceable and any defects are properly reported * Responding to general email inquiries * Inputing of B&B bookings * Assisting in obtaining final numbers, menus choices and dietary requirements are received in good time * Assisting to re-locate students to vacation rooms from term time accommodation * Collating and distributing guests’ welcome packs and maintaining stationary supplies * Checking room standards are ready for guests   **Accomodation**   * Accommodation Agreements * Student Ballot and room grade * Taking minutes of college/department meetings as required * Maintaining accommodation lists * Overseeing refurbishments schedules * Creating and maintaining inventories   **Catering**   * Assist with Meal Booking System * Assist with food stock taking * In conjunction with Head Chef, produce food consumption figures * Maintain daily details of meal by meal covers. * Assist with other work   **General Duties**   * Producing invoices weekly/monthly * Updating and inputting timesheets * General administration duties required within the department * Liaising with other departments to agree menus, bookings, guest requirements |
| **Qualities and Experience:** | **Essential**   * Prior experience in an administrative role * A high level of initiative and practical ability * Excellent oral and written communication skills * Appropriate experience in an administrative role * A high level accuracy and attention to detail, with an organised, systematic, and methodical approach to work * Good analytical and problem-solving skills * The ability to work under pressure, to prioritise effectively, and to meet deadlines * The ability to work well in a small team * A positive attitude to work, and a willingness to help others * The ability to maintain a high standard of confidentiality and discretion * Good IT skills, including competence in database work (in particular using Microsoft Access), together with word-processing using MS Word, and use of MS Excel and MS Outlook   **Desirable:**   * Experience of university or academic administration * Knowledge of Oxford University and/or its Colleges |
| **Qualifications:** | A good standard of education (A-Levels or equivalent) |
| **Hours:** | 36.5 hours per week |
| **Salary:** | Band 4 Circa £21,704.00-£25,000.00 |