

**GOODWOOD**

**The Role**

The **Hotel Administration Assistant** will be part of the Goodwood Hotel team and report to the Hotel General Manager/Hotel General Manager Executive Assistant/ Hotel Deputy General Manager and reporting lines to all Heads of Department.

**About us**

At Goodwood, we celebrate our 300 year history as a quintessentially English Estate, in modern and authentic ways delivering extraordinary and engaging experiences. Our setting, 12,000 acres of West Sussex countryside and our story both play significant roles in Goodwood’s success. What really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes us the unique, luxury brand we are.

**Passionate People**

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood.  We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for providing the “**world’s leading luxury experience.**”

**Our Values**

**The Real Thing Daring Do Obsession for Perfection Sheer Love of Life**

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| We employ meticulous attention to detail to create experiences, as they should be. We are honest and open | We don't mind breaking the rules to create the best possible experiences. We will take tough decisions | It’s a team thing – everybody mucks in to make things happen. We're madly passionate about what we do | We want to make everyone feel special by loving what we do |

**Purpose of the role**

To provide an accurate and consistent administration service as required for the smooth-running of the administration function within the hotel in order to have an efficient and accurate process of purchase ledger, sales ledger, stock takes and other admin functions as required. Acting as a support for hotel Management, a main priority for this role is to administer and coordinate administration activities with the aim of ensuring the hotel management team can concentrate on key operational activities. This role is a part time role of 25 hours per week from 09.00 – 14.30 including a 30 minutes unpaid break. Based on a Monday to Friday working week, with occasional weekend hours if necessary.

**Key Responsibilities**

* To support the Hotel GM, Hotel Executive Assistant, Hotel Deputy General Manager and Heads of Departments on an ad hoc basis with any administrative tasks.
* To assist with any administration in the sales ledger, purchase ledger and payroll functions for the rest of the operations management team.
* To fully control all expenditure control activities on behalf of all the Hotel Departments, by matching invoices to approved purchase orders, cost code and get signatures, before passing to Finance in a timely manner, so that suppliers get paid.
* To complete approval paperwork and obtain permission form Barney Trafford or Harriet Mears for any approved orders which need to be purchased with the Company Credit Card.
* To place approved orders on behalf of all the Hotel Departments, either by credit card via Finance or direct with the supplier and match delivery notes to invoices.
* To support the Head Chefs in entering all food invoices into the Food Flash system, matching delivery notes to invoices and reconcile invoices with credit notes.
* To support operational Head of Department to enter all beverage invoices into the Beverage Flash system, matching delivery notes to invoices and reconcile invoices with credit notes.
* To act as a coordinator for the Beverage External Stock takers, and provide them with accurate revenue, purchase and XN system information in order to complete a monthly stock take.
* To support the Head Chef in completing a monthly food stock take and to create a process of making sure all prices for food products are up to date in the Food Flash system
* To design a system for accurate administration of all Farm Invoices and coordinate and reconcile all deliveries and invoices in a timely manner.
* To support with maintaining an effective filing and archiving systems for the hotel.
* To support with any hotel activities and events as required i.e., hosting over Headline events or supporting the coordination of administration needed for the operations team to deliver a success event.
* To assist the front desk team with making sure all revenue capture activities and Admin Room activity is completed, chasing money with customers and making sure all outstanding invoices are chased.
* To observe strict confidentiality at all times.
* To carry out any other duties as may be reasonably expected.

**Qualities you will possess**

* Passion for what you do
* Positive and friendly with a “can do attitude”
* Strong attention to detail
* Ability to prioritise and organise
* Proactive
* Integrity and discretion
* Self-motivated
* Excellent communicator
* Take Responsibility for yourself
* Good administration skills

**What do you need to be successful?**

* Proven relevant administration experience in a busy and fast paced environment.
* Experience of dealing with multiple stakeholders and managing their expectations
* Good standard of education and advanced user of Microsoft Office.
* Flexibility to be able to work over a weekend to support the Departments if needed
* Develop good knowledge on Hotel PMS Systems, Epos Systems, and Leisure Systems