

Foundry Hotel Complex - Position Description

Position Title: Office Administration/Sales/Marketing

Incumbent:

Tenure: Casual

Reports To: Sonya Kuchel

Nature of Scope:

The position is responsible for answering and directing calls- general office administration-, sales of events and functions- including venue inspections, proposals with a warm, happy and friendly attitude. There is scope for training in graphic design, social media marketing and promotion.

Qualification/Skills:

Excellent organisational skills
Enthusiastic approachable personality
Excellent communication skills
Excellent computer skills
Ability to work unsupervised and to show initiative

Desirable

Experience in Hospitality
Demonstrated Word Processing Skills –Microsoft Word and Excel

Essential Duties and Responsibilities:

- Answer incoming telephone calls
- Take and deliver messages when appropriate personnel are unavailable
- Handle routine inquiries and provides callers with address, directions and other information
- Complies with established deadlines and work standards
- Performs other clerical duties as needed – general typing, data entry, filing, laminating, photocopying etc
- Respond promptly to customer inquiries and requests.
- Birthday Vouchers
- Booking Confirmations – All inclusive
- Deposit taking
- Assist with daily running of and set up of events, functions and conferences as required
- All other duties as directed by the Sales & Marketing, General Manager or Directors that falls within the incumbent's scope of competency.

Roster requirements:

Monday 3-6pm
Tuesday: 3-6pm
Wednesday: 3-6pm
Thursday: 3-6pm
Friday: 3-6pm