



VENUE SOURCING ADMINISTRATOR.

We are looking for a Venue Sourcing Administrator to join our growing Venue Finding team. You will be supporting the Venues team with a number of administrative and financial duties. You will have strong organisational and communication skills, excellent attention to detail and be capable of working on your own initiative. You will also have admin office experience and be comfortable working in a busy office environment.

Key Responsibilities

- **Admin duties** – To assist the venue finding team with administrative and invoicing duties including:
 - Ensuring all documentation is completed and saved in the relevant place on the system
 - Ensuring all ISO paperwork is completed for each project and saved in the relevant place on the system
 - Diary management – ensuring the teams diaries are up to date
 - Database management - assist with ensuring database is up to date and amending information as necessary
 - Chasing over 100 invoices on a monthly basis and reconciling on on-line systems
 - Processing commission invoices accurately using the information provided
 - Generating reports on a monthly basis for sales & Management team
- **Time Management** - Ability to work on multiple projects and prioritise tasks
- **Process adherence** - in line with ISO 9001. Adhere to all ISO 9001 processes that are involved with the project from inception to completion and ensuring all ISO documentation is maintained and filed accurately
- **Proactive self and professional development.**

Knowledge/Qualifications:

- Previous admin office experience
- Previous basic finance experience would be a benefit

Skills/Abilities:

- Excellent communication (both oral and written and excellent interpersonal skills)
- Ability to be proactive and use your initiative
- Excellent attention to detail
- Excellent IT skills (Word, Excel, Outlook, Access)
- Ability to prioritise responsibilities under pressure and deliver to deadlines
- Excellent time management and organisational skills
- Tenacity
- Ability to own the end to end process for invoicing once an event has happened
- Autonomous – taking ownership and responsibility
- Ability to remain calm under pressure
- Flexible – ability to adapt in the moment and responsive to change

TOP BANANA.



- Ability to work in a very busy team

Please note due to our rural location your own transport will be required.

TOP BANANA.