

Job Title: Part-time Office Assistant

Company:

St Andrews Lakes is a renowned destination nestled in the picturesque landscapes of Halling, Kent. Our lakeside facilities offer an array of water-based activities, including swimming, paddleboarding, kayaking, and more. We take pride in providing top-quality equipment and excellent customer service to our patrons, ensuring they have memorable experiences on the water.

Location:

Halling, Kent.

Start:

1st April 2024

Duration of contract:

Until 29th September 2024

Job Description

We require a dynamic part-time office assistant to join our seasonal team. Working in our office at St Andrews Lakes, you will be one of the first points of contact when customers make enquiries about the activities here at St Andrews Lakes.

This position is a part-time seasonal role which will include weekend working.

Duties will include;

- Handling incoming calls.
- Responding to emails.
- Assisting clients with their activity bookings.
- Answering client questions about activities.
- Recording information as needed.
- Greeting office visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organise and maintain office common areas.
- Performing general office clerk duties and errands.
- Creating, maintaining, and entering information into databases.

Essential Knowledge, experience, and qualifications

- Immaculate professional presentation
- Friendly and approachable manor
- Excellent customer service skills
- Competent using computers and cloud based software
- Ability to be a team-player

Desirable Knowledge, experience, and qualifications

- An interest in outdoor activities
- Valid first aid certificate

To apply, please email your CV and cover letter to jobs@standrewslakes.co.uk