

# BLUE SKIES

— L I F E S T Y L E —

**Position:** Office Administrator

**Location:** Bournemouth, UK

**Remuneration:** from £23,000 per annum, plus KPI bonus

**Job Type:** Full-time, Permanent

## **The Role**

We are looking for a motivated, communicative and well-organised individual to become a pivotal member of our team, primarily providing support to the Operations Manager and Head Of Sales but also handling the running and maintenance of our new office in the role of Office Administrator. This is a new, varied role, offering the opportunity to work alongside and liaise across different departments. You will have your own responsibilities as well as assisting managers, thus supporting the whole team.

## **Key Responsibilities**

The Office Administrator is responsible for, but is not limited to:

### *Supporting the Management Team*

- Working closely with the Operations Manager, assisting with but not limited to:
  - 'Employee of the Month' organisation
  - Recording holiday dates in Google calendar, and recording used holiday, reporting back to managers
  - Company event assistance (eg: beach cleans, end of season awards certificates, shopping for anything needed, booking restaurants and bars)
  - Collate fortnightly internal communications newsletter, and create the Blue Skies Lifestyle Gazette (newsletter) in Mailchimp
  - Updates to the Organisational Chart
  - Organise new starter and exit employee checklist on Google Docs
  - Updating of Blue Skies Lifestyle Handbook where required
  - Updating Google opening hours
- Working closely with the Head of Sales, assisting with but not limited to:
  - Booking flights, transfers and accommodation where needed for staff FAM trips
  - Organise weekend work rota for Sales Team
  - Sales administrative duties to support the Sales Team
- Office Administration & Maintenance
  - Taking minutes of meetings where required, reporting back
  - Thinking about staff wellbeing within the workplace, offering feedback flow between employees, discussing with Managers & Directors with a view to implement suggestions for the optimum working environment
  - Manage and replenish office supplies, placing orders as needed
  - Handle incoming and outgoing mail correspondence efficiently
  - Health and Safety compliance, including new starter introduction and sign off
  - Fire Safety compliance: new starter introduction and sign off, and weekly fire alarm checks
  - Responsible for Office Security Alarm System & CCTV including new starter induction
  - Building and maintaining relationships with maintenance suppliers. Organisation of the ongoing maintenance for the building, including yearly servicing of the heating & air conditioning units, fire alarm system, fire extinguishers, security alarm, CCTV, window cleaning, external areas etc.

- Organising and being on hand for yearly electrical and PAT testing requirements
- Organising cleaning requirements of the office building
- General office housekeeping including office spaces, meeting rooms, communal spaces, kitchens and bathrooms to ensure everything is in full working order and presentable
- Work with managers to set up the training/meeting room as required ready for the training session, meeting or event. This may involve visitor parking, catering, tidying and rearranging room layout specifically for the occasion
- Organise the parking rota

### **The Company**

Blue Skies Lifestyle Ltd is a family-run, online luxury travel agency encompassing 4 brands. Ski In Luxury is our largest brand and renowned for being the best luxury ski chalet agency worldwide. Our other brands are Ultimate Luxury Chalets, a collection of the top 100 luxury rental chalets across Europe, Alps In Luxury featuring summer rental chalets in the Alps, and Villas In Luxury, our summer villa holiday portfolio. Our incredible team all share a passion for the mountains and luxury travel.

### **The Perfect Candidate**

The key skills and qualities include:

- A proactive, can-do attitude, ensuring that jobs get done in a timely manner
- Reliable and punctual
- Excellent interpersonal, verbal and written communication skills
- Exceptional telephone manner and confidence in making outbound and taking inbound calls
- Strong IT skills, with the ability to pick up new systems quickly
- A strong and dedicated work ethic
- Work under pressure within a fast-paced environment
- Articulate and grammatically able
- Proficient in Microsoft Office Suite, particularly Excel and Word
- Proficient and confident with Google Docs
- Ability to touch type
- Understanding and experience of using Mailchimp mailing software
- Be organised. Ability to manage and prioritise workload efficiently with a strong attention to detail
- Get on with a broad range of personality traits
- Previous experience in an administrative role within an office environment would be desirable
- Ideally, the candidate will have a full UK licence and be able to drive in case of needing to pick anything up for the office.

If you are keen on joining this exciting, forward-thinking company with an incredible team already in place, then please apply now by sending your CV to [andy@skiinluxury.com](mailto:andy@skiinluxury.com) with a cover letter explaining why you feel you are the perfect fit for the role.

