



Job Title: Accommodation Administrator

Work Location: Hove Lagoon

Hours: Full time, Monday to Friday 9am to 5pm.

Remuneration:

If you are looking for a position where you can learn and develop your skills, where hard work will be rewarded and some fun along the way then please read on. If you are simply looking for a means to get paid at the end of each month, please do not apply.

Company Description

WorkingAwayFromHome.com (WAFH) is a leading provider of serviced accommodation. We link businesses and their staff to serviced apartments and houses worldwide. We produce a quality and efficient service to provide solutions for client's accommodation needs.

WorkingAwayFromHome.com encourages our employees to maximise their potential. We are looking for hungry, passionate individuals willing to learn and develop their skills and experience. Internal and external training will be offered to develop the successful candidate. There will be potential promotion and financial rewards for motivated individuals and those who apply themselves.

Job Description

We are looking for an individual who is efficient and comfortable being a member of a team. The ability to multi-task, while maintaining complex schedules and managing administrative support, is essential in this position. The ideal candidate for this job is resourceful, a good problem solver and organised. Ensuring a steady completion of workload in a timely manner is key to success in this position.

As an Administrative Assistant, you will:

- We work on a variety of email campaigns. You will assist in formatting material for mail merges to existing clients, potential new clients, and accommodation owners. The administrative assistant will help to gather information to facilitate the campaigns. This will involve data extraction tasks and online research. Online research will involve utilising LinkedIn to identify key people for WAFH to target. Additional tasks on LinkedIn will involve using InMail's and sending connection requests. You will work closely with the Business Manager to ensure successful campaigns.
- Maintain office supplies and equipment by checking inventory and order items.
- Assume responsibility for maintenance of office equipment, including computers, copy machines.
- Respond to questions and requests for information from external parties.
- Liaising with external suppliers and problem solving.
- Answer incoming calls and deal with enquiries.
- Undertaking daily internet research (Google searches) to source new accommodation to add to our constantly expanding property database.
- Research accommodation options in perspective locations and arrange meetings for the business development and property manager ahead of travel.



- Booking and organising travel and accommodation for staff members.
- Assisting the Property Manager and Business Manager to ensure that all entries to the company database are up to date and precisely input to the system. This will include following up with contacts for missing information and updating this on the database.
- Inputting data to the database, you will be working with colleagues such as Accommodation Consultants and the Business Development Director to put new leads, new properties and live client accommodation requirements on to the database.
- Managing the lifecycle of opportunities through the database from initial input to final completion and close.
- Sending booking confirmations, chase any outstanding details or contracts and provide contract template for completion where necessary.
- Setting up communication groups with clients, monitoring issues and escalating these to management where necessary.
- Manage the availability of properties and making the business development team aware of upcoming availability.
- Manage the check in and check out arrangements with both accommodation operators and clients. Manage the return of deposits upon check out.

Essential Skills

- Highly proficient in MS Office with expertise in Microsoft Word, PowerPoint, and Excel
- Experience in using and maintaining databases.
- Ability to analyse and revise operating practices to improve efficiency.
- Detail-focused and comfortable working in a fast-paced office environment
- Exceptional communication skills
- Superior organisation skills and dedication to completing projects in a timely manner.
- Excellent communication skills (oral and written)
- Be persuasive, persistent, and patient.
- Be able to cope with pressure.
- Be flexible and adaptable.
- Have a mature personality.
- Have excellent organisational and administrative skills.
- Have the ability to prioritise.
- Be able to work to deadlines.

How do I apply

Application Process: Applicants, please send a copy of your CV accompanied by a short summary of why you are interested in the Administrative Assistant position. Additionally, why you think you are the best candidate for the role.

Please submit your details to: Paul.glover@workingawayfromhome.com

Closing Date: