



Job Title: Administrative Assistant

Location: St Andrews Lakes, Quarry Grove, Halling, Kent, ME2 1BA

Job Type: Full-Time

Salary: £26,436 per annum

We are seeking a highly organised and proactive **Administrative Assistant** to join our team at **St Andrews Lakes**. This role is essential in ensuring the smooth day-to-day operations of the office, providing administrative support, and assisting in customer service tasks. The ideal candidate will be detail-oriented, possess excellent communication skills, and thrive in a dynamic environment. Availability on weekends is essential.

Key Responsibilities:

- Provide administrative support, including managing emails, handling phone enquiries, and maintaining records.
- Assist with booking and scheduling of activities, ensuring accuracy and efficiency.
- Prepare and process invoices, receipts, and other financial documentation.
- Maintain and update databases, ensuring information is accurate and current.
- Coordinate meetings, take minutes, and distribute relevant documentation.
- Support the team with general office duties such as filing, ordering supplies, and maintaining a tidy workspace.
- Provide excellent customer service, responding to visitor inquiries and assisting with any on-site needs.

Requirements & Skills:

- Previous experience in an administrative or office support role essential.
- Strong organisational and time-management skills with attention to detail.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and other relevant software.
- Excellent verbal and written communication skills.
- Ability to multitask and work independently in a fast-paced environment.
- Customer-focused mindset with a friendly and professional demeanour.
- Availability to work weekends

Benefits:

- Private pension scheme
- Opportunity to work in a beautiful lakeside environment
- Free use of facilities for you
- Staff discounts for friends and family on activities and retail products

- Free onsite parking
- Overtime available
- 25% discount at our onsite café & pizzeria
- Company events
- Opportunities for growth within the business

If you are an enthusiastic and organised individual looking for a rewarding administrative role, we would love to hear from you! Apply today by sending your CV and cover letter to jobs@standrewslakes.co.uk