



## **Job Advert – Business Administrator**

Permanent part-time (25 hours per week)

Salary range: £12 - £14 per hour (depending on skills & experience)

Fairburn Activity Centre is seeking an organised and enthusiastic administrator to play a vital role in our small dedicated team.

The centre is located on 80 acres of private woodland within Fairburn Estate in the stunning Strathconon Glen and has been open for over nearly 40 years. Alongside outdoor activities, we also run as a bed & breakfast and conference centre. We cater for a variety of groups from school residential stays and corporate team building days to private bookings and birthday parties. Our on-site activities include high ropes, archery, canoeing, body zorbing, lazer tag and mountain biking.

Our new Business Administrator will need significant experience in an office environment with excellent interpersonal and teamwork skills along with a flexible attitude. They will work closely with the Centre Manager and Hospitality Manager to ensure all aspects of the business function effectively throughout the year including the busy spring/summer period.

Knowledge and experience of using Sage accounting software or similar, along with familiarity with HMRC processes, payroll submissions and producing and dealing with invoices for customers/suppliers are a crucial to this role.

The successful candidate will require excellent communication skills liaising by phone, email and face to face with residential & day customers to ensure a smooth booking process and experience from initial enquiry to the final visit.

Other important office tasks include updating maintaining the centre bookings calendar, producing social media posts, ordering supplies, dealing with suppliers and taking customer payments.

The successful candidate should hold a clean driving licence and ideally have the following:

- Experience of Microsoft Office (essential)
- Experience of Sage Accounting or similar (essential)
- Relevant business qualification (desirable)

Along with a competitive salary, the centre is able to provide a cycle to work scheme and work place pension.

If you would like to apply for this role, please email the centre to [activity@fairburn.co.uk](mailto:activity@fairburn.co.uk) for the job description. We will then ask you to submit a CV and covering letter outlining how you meet the job description.

There is no closing date for this post. Interviews will take place on a rolling basis until the position is filled. The start date will be agreed following a successful interview.