

# Office staff member

# TACKTISLE ADVENTURES

**START DATE:** 01 April (TBC)

**SALARY:** Tackt-Isle offers a competitive hourly rate dependent on experience

**HOURS:** Full and part time hours available between April and October 2022

## **ABOUT YOU:**

You're a confident quick thinker, happy to work independently on occasion, but also as part of a team. You have strong computer skills and a friendly nature, with the ability to think on your feet and ensure customer satisfaction is at the forefront.

## **ESSENTIAL:**

Whilst no formal qualifications are required, it is essential that the applicant is a confident communicator, with a meticulous attention to detail and decent computer based skills.

## **DESIRABLE:**

- Valid First Aid Certificate
- VHF Radio

## **KEY RESPONSIBILITIES**

- To greet customers, take bookings, deal with enquiries, take payments and provide a good level of customer service at all times.
- To assist in scheduling activities, parties and courses
- To assist in developing a staff rota based on the organisational needs
- To keep the online calendar of activities up-to-date
- Ensuring that HQ is clean, presentable and ready to welcome customers at all times.
- To ensure all booking and signing in forms are stocked up
- To check booking forms for any special requirements and reporting to instructor in charge
- To input data from booking form into database
- To assist in driving more business to Tackt-Isle Adventures
- To help Tackt-Isle maintain an active social media profile
- To draft blogs and articles for the website and content for newsletters

## **TO APPLY:**

Please send an up to date CV and a short covering letter to [hello@tackt-isle.co.uk](mailto:hello@tackt-isle.co.uk) before Friday 4th March.

For any enquiries related to the role, please contact Ben Smith on (01983) 875542.