

Role profile

Role title: Interim Marketing Administration Assistant
(P/T) - 21 hrs per week
Reports to: Marketing Manager (L&T)
Department Head: Commercial Director
Location: Home Based

Objectives of the role

This new part-time role will support smooth operation the Marketing function by delivering key administration tasks to support the Marketing Managers and Marketing Executive.

This role is flexible with hours to be worked able to be varied around the needs of the business and those of the successful applicant.

A high level of attention to detail is required as there will be high volumes of invoices and purchase orders to raise and check, as well as tracking and reconciling the promotional orders from our Boost Magazine.

The ideal candidate will enjoy working in an organised and structured manner and will have previous experience in doing so.

Key Responsibilities

- To accurately process all incoming My Pub Support requests, ensuring that Purchase Orders are raised and that all invoices are accurately coded to the correct area of the P&L
- To accurately process all incoming glassware order requests and liaise directly with suppliers to fulfill them
- To provide support in the reconciliation of the promotions performance within the Boost Magazine to the Marketing Manager (L&T) to ensure accurate billing of suppliers
- To accurately process all notification of changes on My Pub Support, ensuring that contact details are changed over

Skills and Experience

- Excellent organisation Skills
- Strong self-discipline – focused on key tasks whilst prioritising to ensure service provision at all times.
- Autonomous – able to operate without the need for close supervision, working with an awareness of the wider team and their objectives/priorities.
- Excellent communicator – able to communicate effectively with all stakeholders
- High levels of accuracy and attention to detail
- Comfortable with home working and self-motivation
- IT skills to a reasonable level including Microsoft Excel, Outlook and Word
- Previous experience processing and collating information is preferable

Working Arrangements:

This is a Home-based role – Head Office attendance is only required for specific meetings/purposes.



Admiral Taverns Values and Behaviours

Core to the Group's ongoing success is the strength of our team. We are incredibly proud of the culture we have developed across our business. Our team are passionate, hardworking, dedicated and ambitious. Our team developed the company values themselves which means that we live these through to the core of our business. Everything we do as an organisation revolves around supporting and enabling our licensees to make their business the very best it can be.



WE WORK TOGETHER IN A POSITIVE AND INCLUSIVE WAY

Collaboration and accountability
Be supportive and open
Motivate yourself and others



WE RESPECT AND CARE ABOUT OUR TEAM, LICENSEES AND OPERATORS AND DEMONSTRATE THIS IN OUR ACTIONS

Honesty and integrity
Empathy and compassion
Communicate with clarity to all



WE STRIVE TO MAKE THINGS BETTER

Take ownership and lead by example
Give and accept positive challenges
Deliver ambitious results

Admiral Taverns is committed to equal opportunities for all and to the provision of a diverse and non-discriminatory working environment.