

Job Spec

Receptionist / Administrator

Hours : 12:45-17:45

Location : On Site, Billericay, Essex

Pay : £11.50ph

Days : Mon / Tue / Wed / Fri

Duration : 3 Months - with intention of ongoing if successful.

Expected Hours per week : 20

Responsibilities:

- **Greeting visitors:**
Welcoming guests upon arrival, directing them to the appropriate person, place or studio, and letting them know where everything is.
- **Managing the Phone:** Answering calls, checking the voicemail system and passing on relevant messages.
- **Managing Holiday Requests for Staff:** Logging staff holiday requests, who is covering them and updating the system appropriately
- **Taking payments for Drinks / Merch / CoWork Space**
- **Filing and document management:**
Organizing and maintaining physical and electronic files, ensuring documents are readily accessible. Implementing systems as needed to streamline processes.
- **Dealing with General Enquiries :** Replying to messages, managing the inbox, dealing with walk in's
- **General Housekeeping :** Keeping the area tidy and presentable for guests and Maintaining studio spaces
- **Admin project assistance/ Event Management :** We run many smaller events and project manage a couple of blogger events throughout the year, assistance in managing these events will be part of the role.

This role is designed to help with the smooth running of the studio and to take on day to day administrative tasks as we go through a growth period and the Owner needs more time to focus on bigger projects.

This company started as a sole trader, is now limited and has been on a good growth projection since it started 3 years ago. We have won best Yoga studio in Essex 2022 & 2024, What we offer is unique in comparison to any other Yoga studio around and we have a fantastic community, therefore we are looking for candidates that are familiar with our industry and can add to it.

We have a large team of volunteer receptionists who work 4/4.5 hour shifts in the mornings and evenings and this role will be to head up that team and take over a lot of the day to day runnings and comms. This role has lots of potential to grow but comprises many elements such as a little marketing, content creation, event management and customer service as well as a little housekeeping and staff management.

The ideal candidate would be invested in healthy living and have an interest in the Yogic Lifestyle and practices, have 2 years experience in Reception/ Administration work, be a forward thinker with creative ideas but also have a professional and friendly manner to deal with our members. This is a fairly low volume space so mindfulness in behaviour is a must as well as being presentable.

We're looking for someone who can hit the ground running and is confident to work alone after training has been provided. The role is to start ASAP.

Perks & Benefits:

- Free Parking
- Free Yoga membership
- Relaxed environment

This is a freelance contract role.