

Job Advertisement & Job Description

Job Title: Office Administrator
Reports To: HR Manager
Based: Head Office, Cambourne Business Park
Hours: 24 hours per week, worked between 09:00 and 17:30(in office Monday to Thursday)

What are we looking for?

We have a fantastic opportunity for a part-time Office Administrator within Premier Holidays HQ where you will play an integral role in ensuring the smooth running of the office. This will be done by providing a wide range of administrative support duties to the various head office teams which include Finance, Commercial, Marketing, Sales, Customer Service and HR.

The daily administrative tasks and office duties you will be responsible for include the following:

- Assisting the finance team with petty cash
- Shop for the office fruit and milk on a Monday for the week
- General administrative tasks for the office such as organising the morning post, sending out documents and brochures, dealing with any office premises general admin
- Monitoring stationery and other stock, making orders/purchases to replenish when needed
- Meet and greet guests and visitors, ensuring the meeting rooms are prepared and fully equipped with refreshments
- Support with general health and safety documentation and record keeping
- Support the HR team with company events

What you'll need:

Our business can't run without our great people, so we want them to be proud to work here and in return we treat all of our staff as members of the big Premier family. In this role we are looking for someone who is keen to help, is approachable, enthusiastic, flexible and will fit in with our friendly teams.

You'll also need to have the following knowledge and experience:

- Good general Microsoft office suite experience, including excel
- Be organised and meticulous with a high level of attention to detail
- Able to work under pressure and meet strict deadlines
- Possess strong administration skills
- Have good communication skills, both written and verbal

This role would suit someone with a background in administration.

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What's in it for you?

We are a friendly bunch, we listen to our staff, treat everyone fairly, celebrate long service and loyalty, are flexible, fun, and sociable, creating the best environment we can for our employees to flourish. We offer:

- Discounts on Travel and Holidays for you and your friends and family
- 29 Days Holiday Inclusive of Bank Holidays, increasing on length of service
- Standard Life Pension - 3% Employer Contribution, 5% Employee
- Social Events: Summer Party, Christmas Party, Quiz nights and other socials.

What are the hours for the role?

We are looking for someone who will be able to come into the office for 24 hours per week and work flexibly Monday to Thursday during office hours of 9 am- 5:30 pm. Shift patterns to be agreed and can be worked to suit school hours if required.

A bit about Premier

Premier Travel Group (made up of Premier Holidays and Premier Travel Agency) is an independently owned, family-run travel company that has proudly been operating locally for over 85 years. Over half of the team of 220 (evenly split across the two companies) have been with the company for more than 10 years, which says a lot about our company ethos and vast experience in providing and selling holidays.

Premier Holidays is a highly regarded tour operator in the travel industry, offering Travel Agents and direct customers their expertise and knowledge in tailor-making dream holiday experiences from a wide range of holiday destinations ranging from the Channel Islands to the Far East, Sri Lanka, Middle East, Southern Africa, Indian Ocean, USA, Canada, Australia, and New Zealand. The head office and main inbound call centre is based just outside of Cambridge where all training and office visits take place.

Premier Travel Limited is the East of England's leading independent, award-winning travel agency with 27 branches across the East and Southeast of England, twelve of which are in the Cambridgeshire area. Our Travel Consultants pride themselves on their excellent travel knowledge, high levels of customer service and the personal touch that keeps our many loyal customers coming back time and time again.

Our goal is to deliver exceptional holidays that our teams are proud of. We care about our customers' holidays as though they were our own; we recognise it's our business but their dream.