



Houghton Lodge

Job Title:	Part-time PA/Admin support		
Location:	Houghton Lodge	Position Type:	Houghton Lodge PA/Admin support
Level/Salary Range:	£15 / hr	Self Employed Monthly Billing	2 Days per week one day @ HL office Other – home working 12 – 15 Saturdays / year 2.5hours to meet Wedding suppliers.
HR Contact:	Sophie Busk	Date posted:	March 1, 2018
E-MAIL: info@houghtonlodge.co.uk	MAIL: Sophie Busk Houghton Lodge Gardens Stockbridge Hampshire England SO20 6LQ		
Job Description			
ROLE AND RESPONSIBILITIES PA role to Sophie Wedding Admin Support Houghton Lodge Individual garden Visitors	<p>General Personal Assistant and admin support for the various Houghton Lodge businesses</p> <p>General Diary management General Administration tasks Input accounts data onto finance system for Accountants to manage General expenditure recording</p> <p>In conjunction with Sophie - Bride Communications – Email ,phone, booking form, deposits, payments Work with Sophie to manage the Wedding fixture calendar and oversee bookings and booking requests Responsible for monitoring wedding expenditure and keeping a closely controlled record of all expenditure and costs Maintain current suppliers list</p> <p>Tour bookings Questionnaire Analysis Database additions Distribution of leaflets to local businesses</p>		



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<p>Group visits</p>	<p>Assist Sophie in logistics and admin for group visits. Ensure either Daniel or Sophie booked and available to lead tours around the house and gardens</p>
<p>Applerooms Accommodation</p>	<p>Help to maintain a quality experience for all guests staying at Applerooms.</p>
<p>Other</p>	<p>Link to current marketing team and look to see if any of current marketing activities can be managed in house. Team player happy to link and work with other house and grounds staff at Houghton Lodge. Ensure confidentiality maintained at the highest level with both clients and information regarding Houghton lodge businesses.</p>
<p>PREFERRED SKILLS</p>	<p>Highly capable of PC or MAC user skills including MS Word Excel Outlook/Publisher Able to update and market Houghton Lodge wedding business by using Facebook / Twitter / Instagram and Pinterest . Prefer experienced person who has worked in the hospitality industry in the past. Well organized, professional manner, customer friendly Self employed Car driver, non-smoker, pet friendly</p>
<p>ADDITIONAL NOTES</p>	<p>While the work is on a 2 days per week basis (with some Saturday half days when a wedding is taking place) this is flexible and will be discussed with candidate) remote home working is encouraged at least one day a week One day working in the Houghton Lodge office with Sophie will be expected.</p> <p>It should be recognised that Weddings (between 12- 17 per year) will be at weekends, particularly in the spring and summer. Half day attendance will normally be required to ensure the success of the event and link with Suppliers to maintain the blogs and news feeds into the various social media tools mentioned above.</p> <p>This role is on a rolling 3 month contract basis so as to reflect the potential growth of the business (and the job role) over the next year. Invoices should be submitted for the work and will be paid on a monthly basis.</p> <p>IT equipment if required will be supplied. This is negotiable dependent on the candidate.</p>