

Title: Operations Support Officer

Reports to: Operations Support Team Manager



Job Role

To provide the operations team. Working cross- functionally within the wider operations department; to provide support to all teams within the department; managing OTA platforms as well as all online media and marketing platforms.

Description

- Property management support administration
- Housekeeping support administration
- Office Administration
- Contract and Lease administration
- MS Office SME and administration
- Business Development team support
- OTA platform administration and management
- Online media and marketing administration

This job description is not exhaustive but is provided to assist the postholder to know what their main duties are. It may be amended from time to time without change to the levels of responsibility appropriate to the grade of the post and in discussion with the postholder.