



## **Catering Admin Control Assistant**

**Part-Time (20 hours per week or 80 hours per month)**

**Salary commensurate with experience**

Emirates Old Trafford, home to Lancashire Cricket, is an all-encompassing, world class venue for sport, business and leisure. Boasting international cricket matches; renowned concerts, such as Ariana Grande's 'One Love Manchester'; award-winning, intelligent conference and events spaces for up to 2,000 delegates; a four-star Hilton Garden Inn; and an on-site Caffè Nero, Emirates Old Trafford offers a unique and unparalleled working environment.

The Club is set to host an exciting array of international fixtures in what will be a historic 2019, including the 4<sup>th</sup> Specsavers Ashes Test in September, and a record six ICC Cricket World Cup matches – which returns to England for the first time in 20 years – bringing in excess of 200,000 visitors to the stadium for international cricket.

We are looking for an enthusiastic and conscientious individual that has worked in a similar role and has experience handling cash to support the Stores and Catering Administration Manager.

### **Key Responsibilities**

To support the Stores and Catering Administration Manager in all aspects of the cash and stock procedures during all events. Duties will include aspects of preparing and checking both cash and stock paperwork and updating systems. Other admin duties will include generation of purchase orders, generating invoicing preparation sheets as well as operational duties such as till checks, covering the cashier in absence and accepting deliveries.

### **Key to the Role**

The ideal candidate will have at least two years' experience working within a similar environment of a fast paced, conference and events venue. They will also have experience with cash handling and procedures. Due to the admin aspect of the role good IT skills and knowledge of Excel is compulsory. Their communication skills and grooming standards will be to an excellent standard.

### **Essential Requirements**

At least two years' experience working in the Conference and Events industry

Practical experience and understanding of cash and stock procedures

Be able to work in a team and also to work unsupervised

Good IT and Excel skills

Be flexible with working hours, including early mornings, night shifts, weekends and bank holidays

Take a look at the Job Description and if you have the relevant skills and experience, and wish to apply for this role please send your CV with current salary details to Alex Bullough, Recruitment and Training Manager, Lancashire Cricket at [humanresources@lancashirecricket.co.uk](mailto:humanresources@lancashirecricket.co.uk).

Closing date for applications 27 March 2019.