



Beatons is not only your local Tearooms, but also an expanding national franchise group, bringing a touch of elegance to the high street. With Beatons in five locations and about to open in two more this is a very exciting time for us all.

Our headquarters are in Tisbury where we have offices and a production facility. We are now seeking an individual, initially on a 4 month contract, to provide vital administrative support at the hub of our business as we grow.

Administrative experience is essential as is being computer savvy and being a naturally organised person. This role will include activities from research and data input to supporting launches and publicity events. However, the successful applicant will also have a 'can do' attitude and enthusiastic personality and be inspired by Beatons' ethos and values.

If you are interested, there is a full job description and application form available online, or pop into Beatons.

Closing Date Mon 27 November 2017

Admin and Support assistant

Job Title: Admin and Support assistant
Hours : 16-24 Hours per week. 4 Month Contract
Pay : £6.50 to £8.50 dep on age, experience and passion for job !
Responsible to: TBC, Based in Tisbury.

Main Duties and Responsibilities

The responsibilities include (but not limited to):

Franchise Sales

- Supporting the Franchise Manager in maintaining up-to-date listings
- Assisting in scheduling and production of franchise adverts and editorial
- Coordinating the company's attendance at key franchise exhibitions and regional shows
- Miscellaneous data-input and online research

Franchise Business Owner (FBO) Support

- Administrative duties in relation to FBO onboarding
- Research and compilation in support of FBO training
- Supporting FBOs with fulfilment of their marketing support requirements including press, advertising, direct marketing, paid search advertising management & point of sale
- Scheduling, setting up and organisation of FBO meetings as required

General Office Support

- Managing Office Supplies
- Scheduling and distribution of agendas, reports etc for management and investor meetings
- Maintenance of central franchise & industry press list and distribution of Press Releases
- Support development and fulfilment of online retail business
- General office duties, answering telephone
- Maintaining our online image and document storage facilities

Marketing Support and Engagement

- Processing and ensuring fulfilment of FBO non-food orders e.g. advertising, replacement crockery liaising with artwork suppliers and printers
- Coordinate and monitor website and social media activity across the group
- Internal tearooms and marketing materials production e.g. menus
- Coordinate monthly Bulletin Newsletter

Essential Personal Attributes

- ◆ Proven ability in working as part of a team
- ◆ Comfortable taking direction
- ◆ Ability to use initiative
- ◆ Eye for detail
- ◆ Ability to prioritise and manage workload
- ◆ High level of competence in office IT
- ◆ Ability and willingness to apply structured and methodical processes to work
- ◆ Good oral and written communication skills

Pre-Requisites

- ◆ Administration experience
- ◆ Confident in utilising various computer systems
- ◆ Familiar with internet media channels and platforms

Desirable Skills and Experience

- ◆ Some experience in working in a franchise business environment
- ◆ Some experience in hospitality industry
- ◆ Process orientated perspective to work