

INDIVIDUAL

RESTAURANTS

Position: Property Administration
Assistant

Job ID: RBG023

Location: Manchester

Salary: £23000 - £25000/annum plus
company benefits

Brand: Individual Restaurants

Contact Person: David Martin – Head of Property

About Us:

Individual Restaurants is one of the most dynamic and well regarded restaurant companies in the UK, responsible for a collection of amazing restaurants including Piccolino, The Restaurant Bar & Grill, Bank Restaurant & Bar and Gino's D'Acampo -My Restaurant.

We offer excellent quality of food, and service in beautiful stylish restaurants, with a stellar reputation as one of the best companies to be part of in our industry.

Role:

We are currently seeking an Administration Assistant to support the Head of Property and deliver plans through exceptional organisational and administration support.

Responsibilities:

- Managing a variety of reports and administration duties
- Working to tight deadlines
- Attending weekly property meetings, taking minutes and preparing agendas
- Attending site meetings when required
- Controlling task sheets
- Other ad-hoc duties as and when required

Attributes:

- Must be confident working independently
- Able to talk and interact with management and directors at all levels
- Excellent organisation skills and the ability to meet tight deadlines
- Calm under pressure
- Trustworthy and understanding of the need for confidentiality
- Numeracy proficient
- Proficient in MS Office – particularly Excel
- 2 – 3 years administration experience desirable



PICCOLINO

GINO
D'ACAMPO

the restaurant
bar + grill

OPERA
GRILL

BANK
RESTAURANT & BAR

INDIVIDUAL

RESTAURANTS

Benefits:

- 20 days annual leave, plus bank holidays
- Gold Card, which gives 30% off at any Restaurant Bar and Grill, Piccolino, Bank and Gino D'Acampo restaurant
- Employer 2% contribution pension
- 10% Iceland discount card
- 25% Next discount (Arndale Manchester)
- Opportunity to achieve external and industry recognised qualifications

Documented evidence of eligibility will be required from you as part of the recruitment process and you must be eligible to live and work in the UK. (Asylum & Immigration Act 1996).

If you have the passion and drive to be the best and would like to be part of our family, please send us your CV and covering letter

Please direct all applications to: David Martin David.Martin@individualrestaurants.com



PICCOLINO

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