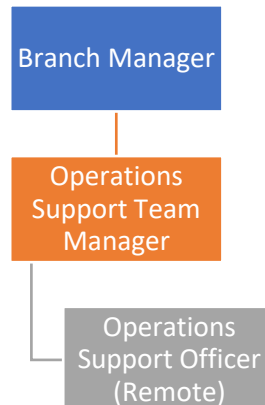


Title: Operations Support Officer (Offshore)

Reports to: Operations Support Team Manager



Job Role

To provide the operations team with daily operational administrative support.

Description

- Compliance procedures and documentation
- Creating and updating property information lists
- Property management admin
- Remote key logging daily
- Housekeeping scheduling and schedule control
- Attending meetings, taking actions points and circulating as appropriating
- Recording and allocating maintenance works to contractors and recording on maintenance log spreadsheet.
- First point of contact for customers, clients or suppliers via email and phone.
- Organising and maintaining electronic filing systems and updating office databases and spreadsheets.
- Processing orders for office supplies
- Contract and Lease admin
- Tenant referencing admin
- First point of contact for issues/ requests from existing guests
- Working with PMS system as required
- Maintaining utilities information for all properties, including safety inspections.
- Billings team support

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.