



Bristol Aquarium seeks a Guest Experiences Administrator

Permanent, Full Time position.

Salary £17,076.80

About Bristol Aquarium www.bristolaquarium.co.uk

Bristol Aquarium takes each and every one of its guests on a fascinating tour of marine life. Seeing the magic of the deep up close with breath taking displays among our exotic species, tropical fish and sharks, Bristol Aquarium takes real pride in educating the next generation in a fun and inspiring way

About the Role

We are looking for a Guest Experiences Administrator to join our highly motivated team. Working closely with the Guest Experiences Manager you will be responsible for the day to day running of the office answering telephone calls, emails, processing bookings for birthday parties, education visits as well as dealing with any customer queries and assisting the smooth running of the aquarium.

Additionally typical duties of this role include cashiering on a rota'd basis, daily reconciliation of the sales and cash on site, managing floats and cash levels, managing the site's sales and purchase ledgers as well as a number of office administrative duties.

You will assist in updating Bristol Aquarium's social media platforms updating regularly with relevant information about events and products that the company has to offer.

This is a permanent position for which it is essential that you are available to work during weekends, bank holidays and school holidays.

Development potential both to expand the responsibilities of this role and progress to other positions in the future are possible as this vacancy has arisen due to internal promotion.

About You

You will have a positive can do attitude with bags of enthusiasm. You will thrive in a customer focused environment. As well as a strong communicator, you will be super organised and demonstrate excellent attention to detail. We are looking for someone with previous experience in using on line booking systems, Microsoft packages and updating social media platforms.

About Aspro Parks

Bristol Aquarium is part of Aspro Parks, a Spanish multinational company with its headquarters based in Madrid. Aspro owns and operates over 65 leisure attractions across Europe, 10 of which are located in the UK.

Your Application

If interested, please send your CV & covering letter to: Janeen Yates, Aspro UK Group HR Manager, c/o Blue Planet Aquarium, Cheshire Oaks, Cheshire, CH65 9LF. Or email us at: recruitment@asprouk.com.

Your application letter should highlight why you would be able to fulfil this key role within the organisation and clearly demonstrate how you meet our requirements.

Bristol Aquarium is committed to Equal Opportunities.

Closing Date: Thursday 30th May 2019

Work Location: Bristol Aquarium, Anchor Road, Harbourside, Bristol BS1 5TT



We do recognize the time and effort it takes to apply for a position, but as an employer of choice we receive a high volume of applications and in the interests of economy, Aspro UK does not notify candidates who have been unsuccessful in their application; consequently if you have not heard from us within 4 weeks of the closing date, please assume that you have not been successful on this occasion.