

OFFICE MANAGER JOB DESCRIPTION

Office Managers are responsible for overseeing all financial activity within the bar. Use and monitoring of cash and card systems.

This role is a hands on and due to the introduction of Epos systems you will be required to spend much of your shift in the bar monitoring transactions and supporting servers with queries.

You may be expected to camp at certain events and provide your own camping equipment.

Roles & responsibilities:

- Monitoring and assisting with Epos systems
- Ensuring all stations have enough change at all times
- Intercepting forgeries
- Monitor transactions
- Communication link with Bar and Station Managers
- Monitor working practices by being in the bar when not required in the office

Skills required:

- People management
- Organizational and time keeping skills
- Ability to understand new Epos systems
- Numeracy
- Event knowledge
- Bar experience