

**DELAWARE NORTH UK
POSITION PROFILE**

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|---|----------------------|---------------------------|-----------------|
| Position Title: Administrative Assistant II, Support | | Job Code: S308 | |
| UK Known As: Goods Receipt Administrator | | | |
| Status: Salary | Grade: S4 | Direct Reports: | Yes / No |

PURPOSE

The primary purpose of this role is to be accountable for all facets of administration within the Culinary Department. To assist the Food Controller and Beverage Manager with purchasing, receiving, distribution and movement within the culinary department.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Adhere to the Delaware North purchasing policies and procedures in all purchasing activities to ensure consistency of approach and reduce any potential risk to the company.
- Become proficient in the use of procure to pay procurement system including but not restricted to receipting deliveries, running queries.
- Liaise with Procurement team to ensure that the electronic purchasing and system data source information is accurate, i.e. product listing and pricing.
- Become proficient in the use of APTRAC.
- Respond to APTRAC queries in a timely manner liaising with the UK Accounts Payable Team and WNS Mumbai.
- Support the training and development of team members and operating manager in the competent use of the procurement systems.
- Assist all on site managers in the operation of their respective departments in terms of invoicing and reporting.
- Manage the administration of the day-to-day ordering, receiving and distribution of stock from external contractors and suppliers within the department.
- Liaise with suppliers to control delivery variances and record the variance within Procure to Pay system by way of CR Purchase order.
- Provide accurate purchasing statistics for the all-department heads if required.
- Handle and log all potential supplier enquiries within the venue.
- Review open purchase orders and GRNI reports and escalate any issues as necessary.
- Escalate electronic purchasing system issues for investigation/ resolution as needed.

- To have a strong relationship with senior business leaders and provide administrative assistance when needed.
- Ensure regular communication to foster clear and concise transfer of information to build an honest and open working relationship.
- To ensure all legal requirements are met and records are up to date for audit purposes. To ensure that the operation is operated in accordance with current knowledge and practice, management and measurement of all areas of responsibility including company regulations relating to the following areas:
 - Health and Safety
 - Food Hygiene
 - Fire Regulations
 - Licensing Laws
 - Sales of goods / Trading Standards
- To specifically adhere to, lead on and support all 'Post COVID-19 Working Safely' practices.
- As part of the fulltime team responsible for successful day to day management of the venue.
- To ensure that the business continues to be delivered in a safe manner at all times.
- Ensure that the principles of the Delaware North Guest Path program are followed at all times. Conduct regular self-audits to ensure that we maintain and continuously improve on a high standard of the guest experience.
- To deliver on any other reasonable request of Senior Management from Delaware North

PERFORMANCE MEASURES

- Ensuring a strong working relationship with head of departments will ensure any issues that may arise can be dealt with quickly and efficiently, resulting in minimal impact to our suppliers and units.

JOB CONTRIBUTION & PROFESSIONAL COMPETENCIES

Functional Knowledge

- Requires breadth and/or depth of skills in a range of processes, procedures and systems.

Business Expertise

- Requires in-depth knowledge of department processes and procedures.

Leadership

- Serves as lead for the team; allocates work and provides guidance to team members.

Problem Solving

- Gathers information to solve problems that are escalated from team members.

Impact

- Impacts own team and closely related teams; defines and recommend process improvements.

Interpersonal Skills

- Evaluates and communicates job specific information.

DESIRED EXPERIENCE & REQUIRED FUNCTIONAL EXPERTISE

Education Requirement: GCSE's

AND/OR

Total years' experience: 1 - 3

AND/OR

Essential Experience:

- Excellent systems and excel skills to complex pivot table level.
- High level of attention to detail and rigorous commitment to accuracy.
- Positive attitude, self-motivated and works well under pressure.
- Highly organised and an excellent team player.
- Excellent written/verbal communication skills.

WORKING CONDITIONS

Your normal place of work is venue based.

You will have a home location, but you may be asked to work across the business in line with business needs.

All aspects of Government advice regarding safe working environments will be adhered to, including:

- COVID-19 risk assessment completed.
- Cleaning, handwashing and hygiene procedures adopted.
- Comprehensive working from home policies.
- social distancing measures adopted.
- Transmission risk measures adopted.
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