

Make It York

Senior Visitor Information Centre and Office Co-ordinator

Do you love administration and finance? Are you passionate about good customer service? If so we are looking for you.

Visit York is a part of Make It York and our York Visitor Information Centre is based in the heart of the city. Our friendly assistants share their expert local knowledge of attractions, travel information, places to eat, shops and events. We stock lots of information leaflets and guides about York and beyond and have a fantastic shop selling York merchandise, maps and gifts. As well as tickets for local attractions, events, bus passes and much more.

Make it York ensures that culture is relevant and accessible to everybody in York with an ambitious culture strategy and we keep the city centre relevant and enticing for residents and visitors.

This newly created position will provide administration, finance and facilities management support for our Visitor Information Centre and also to the Make It York offices.

You will supervise the Visitor Information Centre staff team, overseeing the staff and volunteer rotas. Working as part of the staff team you will provide cover for lunches and staff absence, if and when needed. In addition you will ensure that the regular finance and stock tracking procedures are followed, including Weekly and Month end reporting, the production of reports of sales data, the reconciliation of floats, petty cash, and VAT merchandise breakdown analysis.

You will also provide administrative support to the wider Make it York Team including; ordering IT equipment, maintaining stationery, kitchen and bathroom supplies and booking travel, hotels etc for staff

Along with joining a company passionate about the City of York ,we will offer a competitive salary circa £25,000, 37.5 hours per week, 28 days holiday (plus bank holidays) hybrid working and private health care scheme.

If you have a good knowledge of finance functions and software packages such as Sage and MS Office, experience of providing excellent customer service and ideally experience of managing a small team, please send your CV and covering letter to recruit@makeityork.com by **Friday 11th November by 5pm.**

Full job description available on request. First round interviews will be held via Teams

NO AGENCIES