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**Campus Administrator**

**Full-Time, Permanent**

An exciting opportunity has opened to join the hospitality team serving our campus.

If you are an experienced administrator with a strong focus on customer service, a keen eye for detail, and great interpersonal skills, we want to hear from you!

Combining reception services with administrative duties, this complex and varied role requires strong coordination skills and a flexible, can-do attitude.

Strong IT skills, including Office 365 are essential.  In particular, the postholder must be practiced in using Excel spreadsheets to record, manage, and extract information.  Experience in using bookings and database software would be advantageous but we are happy to provide in-work training for the right person.

Full details can be found on the Queen’s website at:

[Campus Administrator - The Queen's Foundation (queens.ac.uk)](https://www.queens.ac.uk/job/item/campus-administrator/)

Closing date for applications is **Thursday 17th February 2024**.