

BLISS HOTEL

Office Manager – Bliss Hotel / Waterfront Southport
Very attractive salary for the right person.

Come and be part of something amazing; join in our vision to re-position Waterfront Southport. We have some hugely exciting refurbishment and development works underway, centred around the creation of a regional leisure destination with multiple component parts including an expanded and re-positioned hotel offering, destination restaurant, new leisure facilities and enhanced Conference & Banqueting provision as well as a Theatre and Conference Centre.

The ROLE

Do you have the organisational skills of Marie Kondo? Can you handle numbers like Carol Vorderman? Do you lead with a firm hand and a kind heart like Jon Snow? Well this role could be one for you. We are looking for someone to help us become the key stone of our head office bringing departments together through the power of organisation, communication and positivity.

Reporting to our Head of Finance, you will be a confident, self-motivated, spreadsheet wizard, who is confident in using and mastering systems such as Microsoft Office, CISCO phone systems, Microsoft 365 and SharePoint amongst others. Combining your knowledge of these systems with your unbeatable organisational skills will make you a force majeure of the office manager world, no one will want to mess with your filing cabinets!

A cool, calm communicator – you will feel confident managing and nurturing relationships with our external partners and agencies as well as your colleagues to ensure the smooth running of our bustling head office, even when things get fast paced (and believe us, they do!)

You ARE

- Proficient in Microsoft Office and Office 365
- Experienced in hotel or hospitality businesses
- A real people person with excellent interpersonal and relationship building skills
- Self-motivated and able to work as part of an existing and growing team
- A highly competent communicator with great presentation skills
- Passionate about leading, engaging, developing and retaining employees
- An organiser, filing systems, spreadsheets and archiving really floats your boat!
- Adept in the management of cross-functional teams and outlets
- Able to work to deadlines, often under pressure, and be accountable if they slip

HEAD OFFICE

Bliss Blakeney
Morston Road
Blakeney
Norfolk
NR25 7BG

T: 020 3030 4172
W: blisshotels.co.uk

Co. No. 07707203
VAT No. 282 3845 83

We ARE

Waterfront Southport is an exciting venture from [Bliss Investment Partners \(founders of Everyman Cinemas\)](#). A multi-faceted leisure destination, Waterfront Southport includes the worlds first Bliss Hotel, Southport Theatre & Convention Centre, Genting Casino and soon to be much more. The recently rebranded and refurbished hotel is a sign of the great things to come and the Bliss vision coming to life. Join us as we are on the precipice of something spectacular!

The business has several component parts not limited to those mentioned above, so our goal is aligning and optimising these for the success of the whole.

Come and help us deliver our vision – we have bold plans and we'd love you to invest your skills and play a key role in building Waterfront Southport and sharing in its success.

We look forward to hearing from you. Please forward your CV and a decent 'sell' as to why we need to see you.

No Agencies please!

Carolyn Crompton

People & Culture
Bliss Hotel

E: Carolyn@waterfrontsouthport.co.uk

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