

Job Description: Customer Service and Admin Assistant

Founded in 1976, the 606 Club is a live music venue based in Chelsea. We are currently looking for a hard-working individual with initiative to join our small, dedicated team in a busy but rewarding environment.

We require someone who is organised, conscientious and accustomed to managing a variety of time-sensitive tasks with a personable and professional manner and ability to communicate effectively with a variety of customers.

The ability to use the usual admin software – email, Word, Excel & databases – is also important.

Please see below a selection of the general tasks and responsibilities of the role:

Bookings Management

- Deal with customer bookings via e mail and phone
- Deal with collecting all details & prepayment for specific events (ie. NYE & Valentines)
- Communicate with evening management regarding staffing levels
- Communicating with management about table allocation.
- Handover in the evening for any specific requests to evening management team.

General Administrative tasks

- First line for every phone call placed into venue.
- Taking deliveries.
- Respond to general email enquiries.
- Check delivered post on a daily basis & file.
- Filing of financial takings using Excel
- Maintenance of membership database and processing of new and renewed memberships
- Managing levels of Club merchandise

Essential

- Administrative experience
- An eye for detail and accuracy in all tasks
- Customer service skills
- Experience with email, Microsoft Office and internet
- Excellent written and spoken English

Preferred

- Admin experience in an events or hospitality environment
- Interest in music

Job type: Permanent

Hours: 36 per week

Salary: starting at London living wage (currently £11.95 per hour), to be reviewed after 3 and 6 months

To apply, please send your CV along with a cover letter expressing your interest in and qualifications for the role to jazz@606club.co.uk. We look forward to hearing from you!