

Staffing Officer (Conferencing & Events) Levy Restaurants UK at Ricoh Arena, Coventry Competitive salary + excellent benefits scheme Full-time

We have an exciting opportunity to join our team with Levy Restaurants UK at Ricoh Arena. With 700+ events hosted here each year including: premiership and European rugby matches; netball and football matches; concerts; exhibitions and conferences the Ricoh Arena is a thriving events complex. As service partner to Ricoh Arena, Levy Restaurants UK provides market leading, quality dining experiences and other services for guests throughout the venue.

We are seeking detail orientated Staffing Officer with exceptional communication skills to join our team.

Main Purpose of the Role

Reporting to the Head of HR & People Operations, the Staffing Officer will provide a full staffing solution to the catering team at Ricoh Arena for its Conference and Events business. Taking responsibility for ensuring adequate quantity and exceptional quality staffing is provided at all times the Staffing Officer will work closely with Arena Operations Team to understand client and event requirements. The Staffing Officer will also be responsible for completing related recruitment, payroll and HR activities.

You achieve this by developing great working relationships across all departments to provide information, systems and equipment that allows for accurate and efficient cash sales to take place throughout the venue.

Key Areas of Responsibility

- Booking of casual team members as per C&E operational requirements
- Liaise with the Operations Team to fulfil their staffing requirements and supply relevant paperwork
- Assist with staff management processes including check in, check out etc.
- Complete recruitment activities to ensure that a sufficient amount of team members are always available
- Support the Payroll Officer with the provision of accurate time, attendance records for all team members
- Create and maintain personnel records in accordance with company and legal requirements

The successful candidate

To be successful in gaining this role you must have / be:

- Fully computer literate including use of MS office programs
- Excellent written and verbal communication skills
- Good understanding of computer programs and basic networking

It would also be advantageous if you have:

- Experience in an in-house staffing or recruitment role

What we offer

In addition to competitive salary, 28 days paid leave per annum and the opportunity to work with the world's largest catering and facilities management companies in a truly exciting arena complex we offer an excellent, comprehensive benefits scheme.

This includes: 2 complimentary season tickets to Wasps rugby home fixtures; priority access and discounted rates to other selected events at Ricoh Arena; corporate pricing at Merlin Entertainment venues and much more through our Perks at Work corporate benefits program.

To apply for this role please email a copy of your CV and a Covering Letter to rachel.george@ricoharena.co.uk

Application closing date: 1st September 2017