



WalkingWomen
www.walkingwomen.com

WalkingWomen

Women's walking and activity holidays worldwide

Bookings/Enquiries: Scotia Works, Leadmill Road, Sheffield S1 4SE

Tel: +44 (0) 114 241 2774

Email: queries@walkingwomen.com

Web site: www.walkingwomen.com

Person Specification

Post: Office Manager

	Qualifications - essential
1	Good general education including a minimum of O Level English and Maths
	Experience - essential
2	Significant experience of working in admin including using Word and Excel
3	Experience of working with customers on the phone and by email
4	Experience of using social media including Facebook, Twitter and Instagram preferably for business
	Experience - desirable
5	Experience of working within a small team and remote working
6	Experience and interest in walking
7	Experience of travel within the UK and beyond
	Skills - essential
6	Highly organised and able to prioritise workload according to guidelines
7	Excellent verbal and written communication skills
8	Personable and able to establish and maintain positive relationships with customers and suppliers
9	Good IT skills including use of Microsoft applications
10	Ability to work without supervision and use initiative within guidelines

WalkingWomen Limited

Registered Address: 112 Sandgate Drive, Kippax, Leeds LS25 7QR
Company Number: 06974179 VAT registration number: 106008169