

The Oxford Artisan Distillery

Old Depot, Cheney Lane, Oxford OX3 7QJ | Tel 01865 767918



JOB DESCRIPTION: Administrator

Salary (full-time): £23,500/pa pro rata 25-35 hours per week

The Oxford Artisan Distillery is a 'grain-to-glass' craft distillery located in the centre of Oxford. We are proud to farm 'heritage grains' and these grains, bred for flavour ahead of yield and which require no agri-chemicals and minimal field intervention, are at the heart of our fabulous spirits.

Opened in July 2017, Oxford Rye Dry Gin and Oxford Rye Vodka have been at the forefront of our portfolio. In May 2021, we launched Oxford Rye Whisky and it is this whisky that will drive our future growth.

We have ambitious growth plans built around developing Oxford Rye whisky; expanding our distribution within both the UK and international markets.

Role:

This role is based on-site at the Distillery in Oxford and reports directly to the Head of Visitor Experience. The Administrator will provide general administrative support to the site-based teams at the Distillery. This includes the Tours team and senior managers working on site.

Responsibilities:

- General administration tasks e.g. printing documents, processing invoices, filing documents (paper and electronic)
- Supporting managers with internal communications
- Checking office supplies are maintained and ordering supplies as required
- Supporting the Head of Visitor Experience with managing deliveries to/from site
- Opening and distributing post
- Booking travel and accommodation
- Answering the phone and responding to queries/re-directing calls as required
- Making tea and coffee as required e.g. for meetings on site
- Willing to complete any other task deemed appropriate by the Management team

Skills and Experience:

- IT literate; e-mail, word, excel as a minimum
- Proven experience as a team administrator working effectively to deadlines
- Experience of managing paper and electronic filing systems
- Able to plan and prioritise own workload
- Good communication and customer service skills
- Excellent time management skills
- Excellent attention to detail and accuracy of work
- A flexible and 'can-do' approach to the role, willing to support areas of the business as required

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Other essentials:

- Able to work Mon-Fri, at least 5 hours each day to provide continuity of service.
- Legally authorized to work in the UK

We believe that a diverse team of enthusiastic, hard-working, skilled & like-minded people is pivotal to success. Our employees help us make a difference & grow as a business. Therefore, creating equal opportunities is an intrinsic part of our recruitment process. We welcome applicants from all walks of life regardless of culture, ethnicity, gender, religion, sexual orientation and disability.