

A FANTASTIC OPPORTUNITY TO JOIN A DYNAMIC AND EXPANDING COMPANY

Office Support Assistant with Marketing (1 year Fixed Term Contract)

Salary: £15K

Central London

YO! Sushi, the UK's leading conveyor belt restaurant, opened our first store in London in 1997 and we now operate 59 restaurants in 5 countries. Based on the concept of a Japanese 'Kaiten' (conveyor belt) sushi bar, we offer healthy and delicious Japanese inspired dishes at great value prices.

We are currently looking for a 'highly motivated' Office Support Assistant with a 'can do attitude' to join our Head Office team based in Central London. The main duties of this role will centre on Office administration, combined with Marketing admin duties.

The Role:

- Meeting and greeting visitors as well as the 'upkeep' of the reception area.
- Being the YO! phone operator.
- Opening and distribution of daily post.
- Arranging/booking meetings, training and travel etc
- Printing, photocopying, binding large documents or monthly documents.
- Compiling internal communications notification on a weekly basis.
- Ordering stationery and kitchen supplies.
- Supporting the PA with customer enquiries and other admin duties.
- Assisting the Marketing department with general marketing enquiries.
- Website admin/maintenance.
- Assisting with YO! Sushi's local email marketing activity
- Helping out with YO! Sushi social media activity.
- Other ad hoc administration duties and projects as and when required.

The Person:

- You'll have previous experience of working in an office environment.
- Excellent interpersonal and communication skills (verbal and written)
- Be good at organising and multi-tasking.
- Have a good professional telephone manner
- Be able to work in a fast paced environment.
- Have a keen eye for detail.
- Be familiar with MS Office programmes, e.g., MS word, MS Excel, and MS PowerPoint, and be internet savvy
- Have a 'can do' and 'flexible' attitude.
- Enjoy working as part of a team

If the above sounds like you and you want to be part of something different and work in a friendly environment, we definitely would like to hear from you.

Please respond with a detailed CV to: recruitment@yosushi.com