

Operations and Administration Manager (Tower of London)



Royal Armouries Museum

To manage the Royal Armouries premises within Tower of London. Being the principle point of contact with other resident organizations to ensure communications on operational, commercial and strategic issues are maintained and enhanced.

Responsible for carrying out organisational administration functions including finance, procurement, cash handling, contracts management and health and safety. Organising and delivering special events and conferences and developing commercial opportunities.

Applicants will have substantial experience in office management or similar, dealing with a range of administration responsibilities including contracts and financial management, experience of successfully dealing with a wide range of people including VIPs and developing and delivering profitable commercial activities.

This is a full time position working 37.5 hours per week, 5 days out of 7. Evening, weekend and Bank Holiday working will be required.

Salary £28,000 per annum plus £2,700 London weighting

A Police check will be requested in the event of a successful application. Please refer to the job description for the level of check required. A criminal record would not necessarily be a bar to employment.

For an application pack, please call our recruitment line on 0113 2201949 or alternatively e-mail recruitment@armouries.org.uk

Closing date for receipt of completed applications: 12th March 2012

Location:	London
Category:	Senior management
Duration:	
Type of Contract:	Permanent
Hours:	Full Time
added: Feb. 21, 2012	deadline: March 12, 2012

More information: <http://www.royalarmouries.org.uk/>