

EPOS Administrator – Maternity Cover

Manchester Central Convention Complex

Manchester Central is an award-winning venue in the heart of one of Europe's most vibrant cities; our vaulted arches and station clock have made our venue an iconic city feature for more than 140 years.

Our experienced team of professionals lead the industry with unrivalled service standards to help our clients create engaging, memorable experiences at events of all shapes and sizes.

Your Role

Competitive salary up to £27,500pa plus Retention Bonus / 25 days holiday plus bank holidays / contributory pension scheme / discounted car parking

Reporting directly to the EPOS Controller this role is working on a full time, fixed term contract.

We recognise that skills, experience, and potential come in many forms, and we encourage you to apply if you see a strong alignment between your abilities and this opportunity - even if you don't check every box. We are committed to building a diverse and inclusive team and value different perspectives and backgrounds.

Your duties and responsibilities will include but are not limited to:

- Assisting the EPOS Controller with the accurate and timely input of data into the company's EPOS system
- Updating the EPOS system to reflect changes made to stock and menu items, to facilitate accurate reporting and stock control
- Inputting catering sales & wastage as well as updating the EPOS System to reflect the catering sales and wastage per event so that gross profits and cost of sales can be generated at month end
- Assisting the monthly stock take and annual asset count, in line with EPOS policies and procedures to ensure all stock is accounted for and any variance explained

The ideal candidate will have:

- Experience of setting up and maintaining data
- Knowledge of EPOS Systems
- The ability to plan, organise and prioritise workload to meet deadlines.

You must be:

- Able to prioritise and demonstrate a methodical, organised and flexible approach to work
- A strong communicator across all departments and venues
- Self-motivated but with the ability to work as part of a team

Apply

To apply for this exciting opportunity, please send a CV and covering letter to:

Ref: EPOS Administrator – Maternity Cover

FAO: HR Team

Email: careers@manchestercentral.co.uk



Manchester Central is an equal opportunities employer. All applicants who meet the essential criteria and identify as having a disability in their covering letter will be guaranteed an interview.



Job Description

EPOS Administrator – Maternity Cover

Salary:	£27,500pa + Retention Bonus
Hours:	40 hours per week
Working pattern:	Monday to Sunday, 5 days out of 7
Location and business area:	Manchester Central Convention Complex – Hospitality
Aim of the role:	To assist the EPOS controller with the accurate and timely input of data into the company's EPOS system so that accurate and timely information can be generated for the company as well as event stock requisitions, purchase orders and asset / stock take co-ordination.
Directly responsible to:	EPOS Controller
Directly responsible for:	N/A

Main areas of responsibility

- To assist with the set up and maintaining the data on the company's EPOS system, ensuring company processes are followed. To update the EPOS system to reflect changes made to stock and menu items, to facilitate accurate reporting and stock control.
- To collate production sheets as well as update and maintain them.
- To liaise with the kitchen, contract managers, Junction, Runway Visitor Park & Central Library to enable effective communication between all departments so that the EPOS System is accurate and up to date.
- To assist with inputting catering sales & wastage as well as updating the EPOS System to reflect the catering sales and wastage per event, so that gross profits and cost of sales can be generated at month end.

- Assisting the monthly stock take and annual asset count, in line with EPOS policies and procedures to ensure all stock is accounted for and any variance explained
- To produce accurate and timely reports from the EPOS system as requested by Finance and the Hospitality Team.
- Ensuring all goods ordered and received are accurately inputted on to the EPOS system in a timely and correct manner
- Effective administration of the EPOS system when ensuring accurate recording of wastage, transfer of goods and raising and accepting purchase orders
- Organizing and collecting stock requisitions for each event
- Supporting operational hospitality managers and the kitchen as required, across all venues
- Potential to incorporate the administration of Ungerboeck food recipes
- Ensuring company H&S processes and policies are strictly adhered to

About us:

Our purpose is to connect people, ideas, and business through meaningful and rich experiences.

Our customers choose Manchester Central because of the experiences we help them to create. We help them to make something happen – the energy and connection that creates memories.

We help them to grow their businesses – connecting with their customers, partners, suppliers, and employees. We bring people together to share ideas and make plans. We pay attention to the details so our clients can pay attention to their guests. What makes us different is the creativity, professional delivery expertise and passion of our team.

The qualities of our people:

Our people are pretty fabulous. They really love our industry, our customers, and what we do. We have high expectations of each other and live up to the standards we've set.

The people who are happiest working for us want to get stuck in and make things happen for a great purpose. They want the challenge of a fast pace, lots of energy and a great team to work with.

We are a special group who have chosen to work together, and we share these characteristics:

- **Expert & specialist**
We're highly respected and super proud of our level of expertise – making the complexity of what we do look effortless.

- Flexible**
 We're all about innovation and trying new ways to create experiences for customers. We're really flexible to meet our customers' needs.
- Positive and energetic**
 There's a great energy across the business and sense of teamwork - it feels like a family. We have fun at work and there's plenty of social activities.
- Ready to grow**
 Careers are important to us too – some of our senior leaders started out as team members and then progressed their careers.
 If people move on from working with us, they'll always have improved their skills and experience along the way.
- Committed**
 Our people show huge levels of commitment for our customers, and they're determined to get the job done. Events always build up to a crescendo of activity, so it's not always easy. Even when there's pressure it's still a great place to work.

We have a Code of Conduct sets out the right way to do business at Manchester Central. The reputation and integrity of our business is based on all of the decisions we've made, the way we manage our business and what we deliver. These actions and decisions have built up the trust we've earned with our customers, suppliers, communities and colleagues.

Our people pay attention to respect in our workplace, doing the right thing and safeguarding our company and each other.

Person Specification

Education	Essential	Desirable
Level 2 food hygiene certificate		✓
Experience		
Using IT systems and packages	✓	
Setting up and maintaining data	✓	
Experience of the hospitality/catering industry		✓
Knowledge		
Computer literate with a working knowledge of Microsoft Office package	✓	
Knowledge of EPOS Systems		✓
Skills		

Excellent interpersonal and communication skills with the ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships	✓	
Ability to demonstrate a methodical, organised and flexible approach to work	✓	
Ability to plan, organise and prioritise workload to meet deadlines.	✓	
Ability to develop in a role that requires numerical aptitude.	✓	
Personal Attributes		
Professional approach	✓	
Enjoys working in a fast-paced environment	✓	
Self-motivated but with the ability to work as part of a team	✓	
Willingness to undertake a flexible working pattern as needed by the business	✓	