

FORUM

RETAIL
COMMERCIALISATION
PARTNERS

WE ARE RECRUITING!

ADMINISTRATIVE ASSISTANT
- NEWCASTLE UPON TYNE



About Forum RCP

Forum are leading commercialisation partners, providing a unique approach to managing all aspects of non-core revenue for over 90 shopping centres and 40 retail parks across the UK.

We provide diverse commercial solutions for Landlords which includes the sourcing and management of best practice mall retailers, bespoke kiosks, seasonal pop ups, high impact promotional campaigns and food & beverage operators.

We are a family-owned company, with a people first approach. Our business has grown organically through recommendations and results. We are recognised for our pragmatic approach to the industry, providing realistic financial projections that we can confidently deliver, and working closely with our operators to help them launch and grow their businesses.

There is no place for politics – Forum is a fun, open, honest place to work where we support each other for our mutual success.

Administrative Assistant Position



Forum RCP are looking to recruit a hardworking, proactive and efficient Administrative Assistant to support the Account Management Team with paperwork and credit control involved with the management of mall commercialisation. Great organisational skills are imperative to this role.

ROLE RESPONSIBILITIES

- Credit Control - ensuring all payments for bookings are received in advance
- Ensuring all paperwork relevant to all bookings is sent out and received in prior to the beginning of a promotion.
- Assisting with creating bookings alongside the Account Managers
- Creating monthly reconciliations relating to previous bookings
- Creating monthly invoices
- Assisting with creating income reports where required
- Maintaining our bespoke database tool following on from training
- General administrative tasks as required

- Office experience within a transferable role
- Approachable with good customer service and interpersonal skills
- Strong written and verbal communication
- Prioritisation of workload with good organisation and attention to detail
- An ability to work under pressure and assist in meeting deadlines
- Excellent IT skills and ability to learn new computer systems
- A good team player with a real 'can do' attitude

We look forward to hearing from you.

Permanent role available immediately.

Due to Covid-19, our team are currently working remotely.

Salary depending on experience.

Please send your CV and Cover Letter to: -

Kathryn Ling, Managing Director

kathryn@forumrcp.com

www.forumrcp.com

