

# Bookings Administrator



**Hours: Full time position,  
37.5h/week**

**Location: Based at Findhorn,  
Scotland**

**Salary: £20,373.00**

The Findhorn Foundation is looking to recruit a Bookings Administrator for our busy Bookings department. We are looking for someone with excellent IT skills who is able to cultivate good relationships with our guests by processing bookings and responding to enquiries.

## **KEY RESPONSIBILITIES:**

- Process bookings including taking payments
- Monitoring questionnaires and feedback forms
- Providing information to guests by phone/email/in person
- Meeting and greeting guests in person when necessary
- Developing capacity to become a living educator

## **REQUIREMENTS/SKILLS:**

- High level of computer literacy is essential, including knowledge of Google Workspace
- Familiarity and love for the Findhorn Foundation spiritual ethos
- Excellent interpersonal and written communication skills
- Hospitality and guest-facing experience (desirable but not essential)
- Team player

**To apply:** Please send your CV and cover letter of no more than 2 pages indicating how you fit the requirements, to [hr@findhorn.org](mailto:hr@findhorn.org).