

## Day In The Life....

- Book meetings in line with the Council's new way of working due to the Covid pandemic.
- Understand how many people each space can accommodate (in both a Covid and non-Covid context), what seating layouts are available and what extra resources can be booked (e.g. A/V equipment and catering).
- Relay information to the customer and enable them to make the right choices.
- Record all bookings and booking information on the Artifax room booking system. It is important that all information is recorded accurately. Training will be provided.
- Taking booking information and generating invoices and journals using the Councils financial system - SAP. Training will be provided.
- Keep paperwork up to date and stored appropriately.