



## **BUS2GO**

### ***Job Description for Office Administrator***

- Set up a new database  
Names addresses, telephone numbers and ICE  
Produce a Customer Satisfaction Sheet with tick box to monitor the success of each outing
- Keep Records of quotes, outings and telephone contacts from venues
- Liaise with venues that Bus2Go will be visiting, confirming numbers and menu choices where applicable
- Enter Data from outings record sheets
- Keep records of funding subsidy's i.e. weekend outings (for our patrons)
- Attend committee meetings once a month and take the minutes