



## Apprentice/ Work Experience role

An exciting opportunity has opened at BEDE Events to gain experience in a range of business skills. BEDE Events are looking for a dedicated, hardworking individual to join the team and help with the planning and running of events. The ideal candidate must be well motivated and driven. No experience is necessary, we are looking for an enthusiastic individual who is keen to learn and ready to be hands on when needed. You will provide administrative support within the office, striving to achieve the company's vision

Business administrator wanted - Minimum 6 months work experience or an Apprenticeship in business admin (level 2)

Skills required:

- Good team worker
- Eager to learn
- An interest in the equine world would be a benefit but not needed
- Organisation
- Communication
- Attention to detail

This job role will teach you a diverse range of skill sets, indoors and outdoors. Working within a small team to run events across the country, you will oversee and assist with the daily business operations to ensure the company goals can be met.

Responsibilities within the job role -

- Creating documents in preparation for events – this requires a good understanding of how to use different Microsoft systems such as Word and Excel.
- Maintaining stock levels – making sure there is enough office supplies, ordering more if needed.
  - Rosettes – counting what we have left and how many more we need and ordering them
  - Prizes – count the left-over stock and the value of what is left. Work out what is needed
- Organising people – Working with Anna and contacting officials that we use at our events, dressage & show jump judges, controllers & commentators and farriers to let them know the event dates and confirming them to attend.

- Sending information out pre event – using an email to send information about the event to the officials that need it, these are documents such as maps of the site/course, contact details in case of an emergency and any extra notes they might find useful in advance.
- Dealing with enquiries
- Printing, scanning and laminating documents
- Processing and organising paperwork, maintaining filing systems
- Attending meetings and taking minutes

The company core values

'At BEDE Events we value our stakeholders in every area. It is key to us that we offer a service that is efficient and professional yet approachable to all. We value excellent presentation and the delivery of a high-quality event, whatever the level.

We value feedback and like to listen to all our stakeholders to enable us to continue to understand their requirements and improve our offering.'

To apply, please email [anna@bedeltd.co.uk](mailto:anna@bedeltd.co.uk) with full CV and covering letter.