



EVENT ADMINISTRATOR

This exciting position has become available within BEDE Events, a dynamic equestrian event company.

The role is demanding and varied and requires a dedicated person with excellent interpersonal skills, a high level of productivity and attention to detail. The tasks are diverse and will involve both indoor and outdoor working.

Duties will include, but are not limited to, the administration of a new club initiative by BEDE, ensuring delivery of the project, and effective communication with Club members, sourcing and booking arena entertainment at our larger events, administration of officials, booking, confirming and communication, and many other roles, both in the office and outside in preparation for events.

Good computer skills and accuracy are key attributes.

The preferred candidate will need to:

- Be meticulous with excellent attention to detail.
- Have excellent recording and tracking skills
- Be proficient in all Microsoft office programmes
- Have excellent communication skills
- Able to work well as part of a small team
- Capable of using their own initiative and working under pressure
- Able to work at weekends and long hours on event days
- Flexible working hours are available

This will be a full time role based at Shelford, near Nottingham, with a requirement to attend events at various locations around the country.

Applicants should send their CV and a covering letter to anna@bedeltd.co.uk.

Closing date for applications will be 7th December.