



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, tasks ranging from answering the phone, writing letters and filing to data input, producing event paperwork and helping on site in the lead up to and during events.

Good computer skills and accuracy are key attributes.

The ideal candidate will have the following skills:

- Proficient in IT, including good knowledge of Microsoft Office
- Exemplary communication skills, both written and verbal
- The ability to use own initiative
- The ability to work under pressure
- Working effectively as part of a small close knit team
- A sense of humour!

Starting salary £18,000.

Please forward CV and covering letter to anna@bedeltd.co.uk if this position is of interest.