



## BEDE Events

### Part time office administration position.

A rare part time opportunity has opened at BEDE Events to join the team and help with the planning and running of events. You will provide administrative support within the office, striving to achieve the company's vision.

Duties will include, but are not limited to, the administration and booking of contractors and administration of taking trade stand bookings for events.

Good computer skills and accuracy are essential, as is meticulous attention to detail and thoroughness.

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

This will be a part time role, approximately 12 – 15 hours a week, based in our offices at Shelford, near Nottingham, with a requirement to attend our 2 larger events at Thoresby (March 31<sup>st</sup> to 3<sup>rd</sup> April) and Osberton (September 27<sup>th</sup> to 2<sup>nd</sup> October).

To apply, or for further information, please contact [anna@bedeltd.co.uk](mailto:anna@bedeltd.co.uk) by 6<sup>th</sup> December 2021.