

PERSON SPECIFICATION – EVENTS ADMINISTRATOR

EDUCATION/QUALIFICATION/EXPERIENCE

Essential

- Good oral communication and a high level of literacy and numeracy
- Educated to A level/NVQ Level 3 minimum or equivalent experience
- Experience in management of commercial functions or events or organising groups

Desirable

- Experience in dealing with commercial contracts

SKILLS AND KNOWLEDGE

- Good IT skills; competent in MS Word, Outlook, Excel, Powerpoint & Publisher, social media and website management
- Ability to learn new processes and systems including web based and electronic till functions
- Ability to understand and interpret financial information
- Able to understand advertising and promotional messages and materials and recognise effective ones
- Creative, able to design marketing material

Desirable

- Events experience desirable but the ability to learn new and varied skills in a fast paced environment is essential
- Bishop's Stortford knowledge
- Experience dealing with suppliers and sales organisations
- Expertise in design software/ photo software
- Retail experience

PERSONAL SKILLS

- Friendly and welcoming manner
- Excellent communication skills and the ability to communicate effectively with people at all levels. Ability to problem solve and resolve disputes
- Organised and disciplined
- Ability to multitask and resume tasks when interrupted
- Creative; comes up with ideas
- Flexibility
- Ability to coordinate tasks
- Ability to promote extras and add-ons
- Self-motivated and ability to use own initiative and support Management
- Confident to work alone as well as part of a team
- Proactive, self-starter and forward thinker/planner
- Accuracy and an eye for detail
- Analytical skills
- Negotiation and persuasion