



Trainee Operations Assistant

Role Profile:

- **General Office Duties**
 - Answering phones and managing basic incoming queries.
 - Maintaining stock levels of onsite equipment.

- **Show Administration**
 - Undertake administrative elements of the events you are assisting on and assisting the Administration Manager with some admin tasks as required.
 - Manage the Floorplans including redraws, updates, consolidations and obtaining venue approval.
 - Manage exhibitor engagement and ensuring all paperwork is received.

- **Onsite Duties**
 - Managing the Organisers Office and fielding queries.

Person Specification:

- Personable character – with a vibrant and ‘go-getting’ attitude.
- Ability to work within a team.
- Strong work ethic.
- Commitment to work event hours while onsite.
- Capacity to be away from home for events, including possible overseas events.

Required Skills:

- Good understanding of Microsoft Office, including Excel, Word & Outlook.
- Call handling experience.
- Customer Service experience.
- Good time management & project management skills.

Additional Information:

- Any prospective candidates must be available to start the role no later than mid-September 2018.
- Any prospective candidate must ensure they are able to get to and from our offices easily each day, as we are based in a semi-rural location.