



We are looking for a multi-talented **Office Assistant** to join our friendly, busy team. This is a great opportunity to work in a varied role, that requires a range of skills.

WHO IS EVENTSHAPER..?

EventShaper is an award-winning Events Management company, who deal with some of the UK's, Europe's and Asia's largest business-to-business and business-to-consumer events.

As a team we pride ourselves on not only our professional attitude, ability and service ethics, but also how friendly and approachable our clients find us.

WHAT YOU WILL BE DOING...

This is a varied role which covers the various needs of the business. A summary of some of these are:

- Personal Assistant Tasks - Assisting the Director's to make their lives that little bit easier, such as travel arrangements, hotel bookings and some diary management.
- General Office Tasks - Ensuring the office needs are met, such as stationery and office equipment.
- Organising Internal Company Events - Help to arrange events, such as Christmas do's.
- Website/Email /Marketing - Assisting with website and social media needs.
- Database Maintenance - Assisting in database management.
- Client Contact – Assisting in creating newsletters, client paperwork and co-ordinate questionnaires,
- Filing – Assisting with accounting paperwork to ensure it is filed correctly,
- Show Related Tasks – Assistance in preparing, checking and rolling out paperwork relevant to each show.

WE ARE LOOKING FOR SOMEONE WHO HAS...

- The ability to multi-task
- Good organisational skills
- Previous office administration experience (preferred)
- Excellent computer skills
- A love of working in a busy team
- Social media skills (preferred)

WE CAN OFFER YOU...

- Competitive salary in line with experience
- Company Pension Scheme with employer contribution
- Access to Employee Assistance Programme
- Regular appraisals
- Various other company/employee centric benefits.

ADDITIONAL NOTES...

Please note:

- We are a dog friendly office. Therefore, if you do not like dogs, this job may not be for you.
- Due to our location you will need to be able to drive.

If you are interested, please send your CV to victoria@eventshaper.uk.