



## **Job Description Administrator**

Based at the Great Yorkshire Showground, Harrogate.  
Reporting to the Event Manager

We are looking for a highly skilled administrator to assist in putting on an exceptional show in the holiday home sector each September.

The post holder will be required to assist the Event Manager and team in all aspects of event planning, administration and organising. Whilst experience in the events industry would be preferable this will not be essential.

Your main duties will include:-

1. Provide an excellent and comprehensive administrative service for the show.
2. Implement admin systems to ensure the show operates from a strong foundation, build databases, support exhibitors, undertake mailings and e-shots and record all event data to use for event marketing and planning.
3. Be present at the annual exhibition and assist in all aspects of the event organisation.
4. Assist in organising the Show dinner
5. Place orders for printing etc within budget.
6. Maximise publicity on all activity using internal departments
7. Willingness to take on any reasonable duty to support the success of the show

## **Person Specification**

Skills abilities and knowledge required:-

You will have:

- At least 3 years experience in a similar administrative role
- Exceptional written and numerical skills
- High attention to detail, fantastic communication and administration skills and be a strong team player with the ability to work under pressure
- A very organised, highly motivated, confident attitude with a can-do approach
- The ability to work outside office hours, when required
- Excellent computer skills in Microsoft Word, Excel and PowerPoint
- Experience in a fast-paced, deadline driven environment.
- Experience in how to create and operate effective administrative systems