

## **Job Description**

### **TEMPORARY SHOW AND EDUCATION ASSISTANT**

Reports to: Both the Education Officer and Show and Marketing Officer  
Place of work: Trinity Park  
Hours of work: 8.30 am to 5 pm on a fixed term from 27 March to 2 June.

### **Main Areas of Responsibilities, Tasks and Duties**

- To assist the office team with the mailing out of Show tickets and information.
- To answer the telephone and deal with general enquires.
- To provide assistance on Reception, answering queries, selling tickets.
- To take ticket sales over the telephone, process tickets and mail out.
- To help with any other reasonable administration duties as directed by the Education and Show and Marketing Officer.
- To help manage the Reception on both Show days and deal with enquires.
- To put together a database from the ticket sales received.
- Fax, scan and copy documents
- Type documents, reports and correspondence
- Maintain and update filing and database systems, both manually and using a computer.
- Answering phones and transferring telephone calls

### **Person specification**

- Expert knowledge of MS Office – particularly Word and Excel Packages and must be able to do a mail merge.
- Good communication
- A 'can do' attitude, be positive, adaptable and use own initiative
- An ability to work individually and as part of a team
- The ability to concentrate for long periods of time
- Be willing to work additional hours when required.
- High level of confidence
- Working knowledge of office equipment
- Excellent organisational and time management skills
- Being able to work to deadlines
- Good reading and writing skills

**If you are interested in this post please apply in writing to Sue Bennitt with a copy of your CV. Please send through to [sue.bennitt@suffolkshow.co.uk](mailto:sue.bennitt@suffolkshow.co.uk) by Friday 17 March 2017. Interviews will take place week commencing 20 March.**