

Employer: Susan French Events

Vacancy: Admin Assistant

Hours: 15

Salary: £11.44 per hour – Meets Min National Wage

Working pattern: flexible weekly

Number of vacancies: 1

Job Summary

We're looking for an organised and detail-oriented admin assistant with a passion for live events to join our team.

This is a part-time position for 15 hours per week, based in North Shields but occasional travel will be required.

As an admin assistant, you'll play a crucial role in helping to ensure our office runs smoothly.

You'll be responsible for tasks such as:

- assisting in managing calendars
- organizing files
- handling correspondence.
- you may assist with event planning
- data entry
- coordinating arrangements for our learners.

This position requires strong organizational skills, attention to detail, and the ability to prioritize tasks effectively. If you're a multitasker who enjoys supporting a team and thrives in a fast-paced environment this could be the perfect fit for you!

Essential skills, experience and qualifications

What do we expect to see from you?

This is a starting role, so we don't need qualifications or experience... that's what we're here for. But there are a few key behaviours and skills we want to see from our candidates; and these are ones that if you possess and can demonstrate; you will make this work placement a real success!

- A commitment to own learning and development and ready to complete the training on offer
- Ability to work well as part of a small team
- Ability to demonstrate customer care and to be polite and courteous
- Good communication skills
- Strong organisational skills
- Good attention to detail
- Prioritise tasks