



**Event Administrator
(Permanent Part-Time 3 days per week)**

JOB SPECIFICATION

Essential skills and qualifications

Essential

Excellent IT skills including Microsoft Excel, Office and PowerPoint
Working experience of preparing Minutes and Agendas
Must be able to demonstrate excellent organisational skills
Ability to work with external contractors and shareholders
Flexibility regarding working hours during Society flagship event, Balmoral Show

Desirable

Experience of working in a busy office environment
Experience of working in events

Personal Qualities

Honest and friendly disposition
Good communication skills and self-motivated
Team player
Ability to work under pressure
Good time management skills