

Admin Assistant

An admin assistant is required to work for both Wedding Tipi and Cariatad Canvas

Wedding Tipi are providers of main event and celebration tents to private events and festivals throughout the UK. We have a wide variety of tents that are offered including Giant Nordic Kata Tipis, Giant Stretch Bedouin Tents, inflatable marquees and vintage marquee's.

Cariatad Canvas are one of the leading providers of tented accommodation at festivals, private and corporate events throughout the UK. Crews are involved in the delivery and installation of up to 150 tents accommodating 600 guests anywhere in the UK.

We are now recruiting the following vacancies

Admin assistant.

- Location :-
 - Based in CARMARTHEN, S W wales.
- Duration :-
 - Full time + Part time positions available
- Work :-
 - Working as part of the administration team the administration assistant will be involved in helping in the day to day running of the office. Duties would include, taking and receiving calls from clients, undertaking necessary paperwork using Microsoft office based computer software and specific event software, compiling loading lists for the warehouse operatives and event teams.
 - This role will require the successful candidate to have good communication skills, have a desire to want to be part of the business and have an desire to be part of a team

helping provide a great service. The position would involve working in a fast moving office with other enthusiastic, motivated and energetic team members.

- **Candidate :-**

The role undertaken by the Admin assistant would require the successful candidate to work alongside other admin team members, the management team, the event teams and the warehouse operatives.

The role is typically 9 to 5.30 job and candidates should be flexible and able to work overtime to meet demands when required.

Candidates should be Reliable, Punctual, diligent, and capable of working in a fast paced, rewarding environment.

Candidates should have excellent time keeping and communication skills and used to working well in a team environment.

Candidates should be well presented in appearance and be of a friendly cheerful nature.

Candidates are expected to undertake a specific role within the company, the work requires precision and diligence in the all admin processes involved in the planning and product of all events.

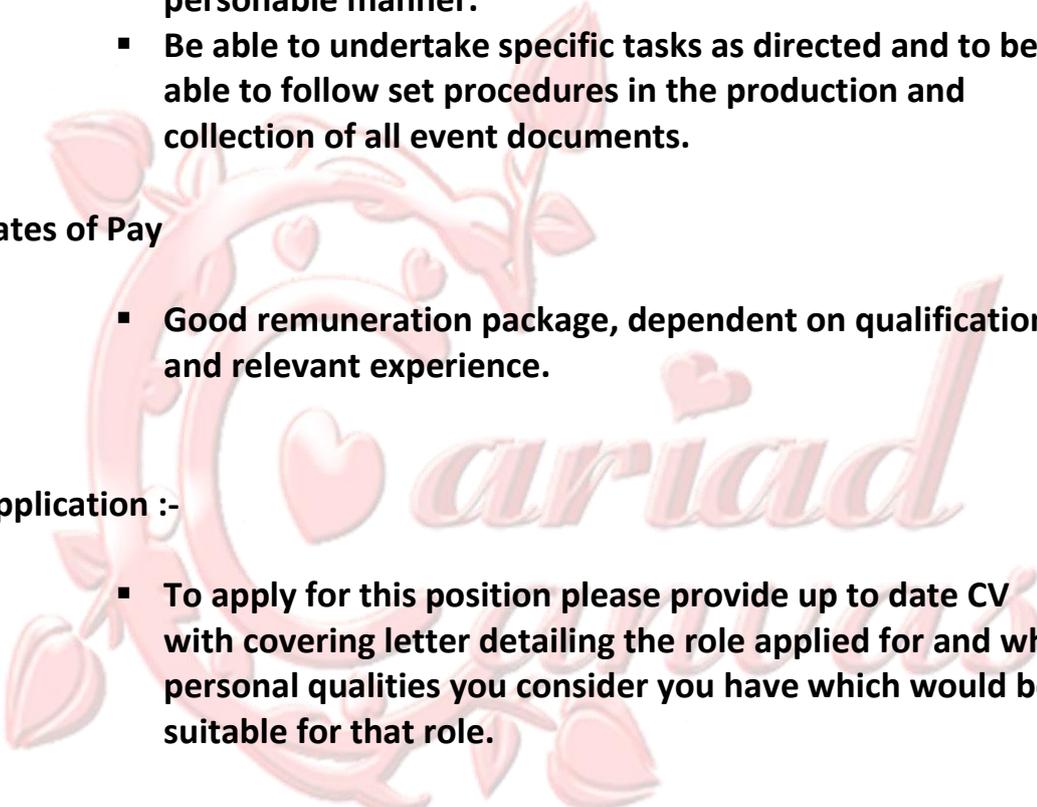
The admin assistant should be capable of working on his or her own initiative to strict timescales.

- **Experience:-**

- No specific previous experience in the event industry is necessary, as full training given. However experience on the proficient use of computers and office based programs.

Preference will be given to candidates who have previous experience of working in an office environment, though training can be given to fast learners.

- **Minimum requirements :-**

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- Sound knowledge of Microsoft office programs.
 - Experience with email and internet.
 - Reasonable typing speed and ability.
 - Ability to clearly communicate with telephone callers in a friendly and helpful manner.
 - Ability to work as part of a team
 - Ability to clearly communicate with other team members.
 - Have ability to work on own initiative at a consistent pace when left alone to undertake tasks.
 - Be well presented and able to greet visitors in a personable manner.
 - Be able to undertake specific tasks as directed and to be able to follow set procedures in the production and collection of all event documents.
- Rates of Pay
 - Good remuneration package, dependent on qualifications and relevant experience.
- Application :-
 - To apply for this position please provide up to date CV with covering letter detailing the role applied for and what personal qualities you consider you have which would be suitable for that role.