

## Job Role: Events Admin Assistant

### Creative Structures Group

Salary £19k - £22k

Full Time

Location: Theale, Berkshire

Please send: CV & Covering Letter to [jobs@creativestructuresgroup.com](mailto:jobs@creativestructuresgroup.com)

## Company & Role Overview

The Creative Structures Group is a leading provider of specialist temporary structures; we hire and sell a range of stunning tents and furnishings, working for some of the UK's biggest events companies and most exclusive private parties. As we continue to evolve we have an exciting opportunity for an Admin Assistant to join and support our fun, warm and high-energy team of event specialists.

The Admin Assistant will deal proactively with all enquiries across all of our brands. Working as part of a fast paced team, your organisational skills will be required to provide support to the sales team efficiently and accurately with the ability to work across a range of departments to ensure continuity of service for the client. If you love people and planning then you will enjoy helping our customers bring their events to life.

The role will involve:

- *Taking enquiries over the phone and via email*
- *Preparing quotations and floor plans for our customers*
- *Communicating with colleagues and suppliers to ensure customer orders are produced correctly within the agreed timescales*
- *Delivering excellent customer service*

Experience of the events industry is a plus but far more important is your enthusiasm to learn new things everyday, your attention to detail, and above all the desire to be part of a team.

There are some specific requirements for the role - see below:

### Essential:

- High level of literacy and aptitude to communicate with flair, purpose, and integrity
- Excellent organisational skills
- A positive and flexible attitude
- Good all-round IT skills, including experience of working with Excel
- Excellent presentation and interpersonal skills

### Preferred:

- Knowledge/previous experience of the events industry
- Previous administration experience
- Degree or equivalent qualification

Our company is inspired by the desire to be different and we are always looking for exceptional people to join our team. If you think you have a can do attitude and love the sound of what you have read so far, then we would love to hear from you.

