

## **Office Administrator & Events Co-ordinator - Person Specification**

### **Skills/Knowledge**

*Essential:* Good knowledge of climbing wall industry trends;  
Proven communication/interpersonal skills;  
Good literacy and numeracy skills;  
Good working knowledge of Microsoft Office environment (e.g. word, excel, outlook),  
Powerpoint and Adobe Photoshop;  
Excellent organisational skills;  
Good presentation skills;

*Desirable:* Knowledge of shorthand;  
Familiarity with & knowledge of current social media channels;  
Understanding of principles of marketing/PR

### **Aptitude**

*Essential:* Ability to work on own initiative to meet deadlines;  
Ability to quickly establish and maintain good working relationships across all levels of organisation (team work) & externally;  
Ability to establish systems and processes to enable smooth co-ordination of activities;  
Ability to grasp detail and process complex information effectively.

### **Personal Qualities**

*Essential:* Proactive and methodical with solution-oriented attitude;  
Self-motivated and enthusiastic;  
Professional approach;  
Strong Interest in climbing.

### **Previous Experience**

*Essential:* Experience of event organisation/project management;  
Experience of office administration;  
Experience of report preparation;

*Desirable:* Experience of marketing via print media & social media;  
Experience of customer service role.

### **Qualifications**

*Essential:* Educated to A Level or higher

*Desirable:*

Qualification in Marketing/Media

Qualification in Excel/Photoshop

MT Climbing Instructor Qualification