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| Role Title | Part-time Livestock & Entries Officer |
| Reports to | Livestock Co-Ordinator |
| Hours | Part-time for 3 months (3hrs per day - 14.00 – 17.00) from May, June & part of July (to cover the Great Yorkshire Show). |
| Type of contract | Temporary fixed term role May – July 2017. |
| Salary | Depending on skills and experience |

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| Job Description | <p>The Livestock & Entries Officer will have a very good knowledge of IT in an office environment, some agricultural knowledge would be helpful but not imperative.</p> <p>Tasks include:</p> <ul style="list-style-type: none"> • Using Filemaker - training will be given on this IT package • Assisting with all admin related duties for the L&E Dept; this will involve photocopying, preparing for schedule mail outs, preparing and compiling booklets, labelling packs, packing envelopes, franking etc., answering telephone calls from exhibitors and the general public, data entry, proof reading, sending out tickets, etc., |
| COMPETENCIES | <ul style="list-style-type: none"> • Must have good team working skills • Computer literate – Excel and Word to advanced level • Flexible approach to the range of tasks undertaken • Previous experience in an administrative position • Must have a range of different administrative skills to undertake a number of different tasks • Good communication skills (written and oral) • Ability to work on own initiative • Attention to detail is vital for most of the tasks undertaken • Previous proof reading skills would be advantageous • Good organisational skills to work on important tasks but undertake tasks where the finished result will be realised some months after the work has been undertaken • Ability to cope with peaks and troughs of workload with good humour and enthusiasm • Flexibility with hours – during the period up to and including the show the hours required may be longer (7am to 7pm). |

Please apply with your CV and covering letter enclosing your salary details to recruitment@yas.co.uk