



## Job Description

**Job role:** Office support (temporary)

**Hours:** Flexible part-time hours, peaking March/April and August/September

**Salary:** £11 per hour inc. holiday pay

The award-winning Harrogate Flower Shows is looking for temporary team members to assist with administrative support at its new office, based near Ripon. The successful candidate will be part of a small and welcoming team, and be responsible for helping to answer customer queries and taking ticket bookings by telephone, online and in person. The role will also encompass general administrative work as the situation demands.

Due to the nature of the twice-yearly Harrogate Flower Shows, peak times will be March/April and August/September. There may also be potential hours outside of these times.

## Person specification

The role calls for someone who can be flexible with their time, reflecting the nature of the events industry. You'll need to be outgoing, friendly and thrive on working within a small team to deliver the best experience for our potential visitors. We ask that you are fully computer literate, as work will involve using our specific IT programmes – however, we'll provide full training on these specific elements. We'd also ask that the successful candidate has strong experience of working in a customer facing environment and is confident dealing with queries, questions and issues relating to the offer. You'll require your own transport, as event locations vary.

For further information regarding the role, or for any queries, please contact Alison Kerr on 01423 648210 or email [applications@flowershow.org.uk](mailto:applications@flowershow.org.uk)