

## RECRUITMENT – OFFICE ASSISTANT

**Job Title:** Office Assistant

**Start Date:** January / February

**Job Type:** Full-time / salaried

**Salary:** 18 – 22k (experience dependent)

We Are The Fair (WATF) is an events agency specialising in event production and health & safety. We are looking for a new Office Assistant to join our growing team. The role would suit a graduate or young person who is exceptionally organised and looking for a role in administration. An enthusiasm for events and music is preferred but not necessary. Whilst the role would be predominantly office based, there will be opportunities to work on site with our events teams. The role would be based in London, Aldgate East with a requirement to work away from home on occasion, particularly over the summer period.

A brief overview of the attributes, skills and experience required:

Very strong organisational skills

Excellent timekeeping

Experience in an administrative role

Proficient user of Microsoft Word, Outlook, Excel and PowerPoint

Excellent written English

Confident in verbally communicating with clients, suppliers and team members

Excellent phone manner

Passionate about organisation and proficiency

We are looking for someone who is a team player, able to get on well with everyone and support others.

Any suitable applicants should send their CV to [yas@wearethefair.com](mailto:yas@wearethefair.com), successful candidates will be asked to come in for an interview.