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| Job title: | Administration Assistant | Job category: | Administration Events |
| Department/Group: | Administration Festival & Events | Job code/Req no.: | AdminEvents1 |
| Location: | Deans Industrial Estate, Livingston. | Position type: | Full- Time |
| Date posted: | 10 January 2024 | Start Date: | 1 April 2024. |

About the company

Specialized Security is one of the UK's leading and most well-established security, stewarding and crowd management companies, currently providing a series of high-quality security solutions and services for a diverse market throughout the United Kingdom and Ireland.

Specialized's management team have well over 30 years' experience working within the security industry in several different market sectors. The management team are wholly committed to the customer's requirements and aim to provide a close working relationship that will benefit both parties.

Job description

ROLE AND RESPONSIBILITIES

- Run an admin team at Festivals and events. You will oversee a small team to ensure all pre-arrival checks are being completed to a high standard and report to management team. Due to the type of role, you will be required to work away for periods of time May – September.
- Answer telephone calls
- Book in staff for events
- Arrange travel for events & Festivals.
- Organise and maintain files.
- Complete pre-arrival checks on staff for the events
- Collect and submit weekly timesheets.
- Greet employees, visitors/guests.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- 2+ years of working as an administration assistant is desirable.
- HNC/HND in Business Administration is desirable.
- A full UK driving license is essential.

PREFERRED SKILLS

- Excellent computer skills including Microsoft word, excel, outlook and PowerPoint.
- Excellent telephone skills
- Previous experience being in charge of a team.
- Able to work in a fast-paced environment.
- Strong organisational skills
- Ability to prioritize tasks.

HOW TO APPLY

Please email your CV to HR@specializedsecurity.co.uk or alternatively call us on 01506-249001 to find out more information.