

## **Sportsworld Programme Assistant February 2010**

### **Key info**

- Company: Sportsworld
- Role: Programme Assistant
- Location: Abingdon, Oxfordshire
- Employment contract: Short term contract (until July 16th 2010)
- Start date: March 2010
- Remuneration: £17,000 pa pro-rated for the time worked
- Office hours: 9:00am – 5:30pm, Monday to Friday with flexibility to work late and over weekends if required

### **Who are we?**

- Sportsworld is a leading international event management company founded in 1980
- With offices in the UK, Australia, Canada and South Africa, we have operated travel and hospitality programmes at the world's biggest international and domestic sporting events including the Olympic Games, Football World Cups and Wimbledon

### **What are we looking for?**

- An individual to assist the administration required to support a series of sports hospitality events in the summer of 2010

*Responsibilities will include: -*

- Assisting the programme coordinators with guest administration processes in the run-up to and during the events
- Providing customer service support to clients via phone and email
- Liaising with our ticketing team as required

*Requirements: - You will have:-*

- An interest in events/hospitality and appreciate the need to deliver excellent service for clients
- Be diligent, methodical and have an excellent eye for detail
- Be computer literate in MS Word, Excel
- Have excellent written and verbal communication skills
- Be a natural team player

### **What to do next?**

Send an e-mail to [liz.bell@sportsworld.co.uk](mailto:liz.bell@sportsworld.co.uk) with the subject 'Programme Assistant Application' attaching a CV, telling us about yourself and stating your preference for a short term contract or permanent position

Or phone on 01235 541171

No canvassing please

Closing Date: Friday 5<sup>th</sup> March