

Office Administrator at Aztec Events

Salary POA

48 South Street, Rochford, Essex, SS4 1BQ

Permanent, full-time : Monday - Friday, 9:00am - 5:00pm (negotiable)

Job Summary:

We are seeking a highly organised and proactive Office Administrator to join our team at Aztec Events. The ideal candidate will be responsible for managing daily administrative operations, ensuring smooth office functionality, chasing invoice payment and supporting communication throughout the office. This job requires strong multitasking skills, attention to detail and excellent communication abilities.

Key responsibilities:

- Handle incoming calls and emails and provide basic information on events
- Maintain records of customer transactions, work orders, invoices and update database
- Follow-up and Process payments
- Assist with ordering office (and event) supplies
- Ensure smooth communication throughout the office
- Ensure office area remains organised, clean and fully equipped

Qualifications:

- Strong organisational skills with the ability to prioritise tasks
- Excellent verbal and written English communication skills
- Familiarity with office software (Microsoft)
- Customer focused with professional demeanour

Application Process:

To apply, please submit your CV and a cover letter to steve@aztecevents.co.uk detailing your relevant experience and why you are a good fit for this position.

We look forward to hearing from you!

Company Overview:

Aztec Shows is split into 2 companies (1) **Aztec Shows LLP**. who organise the Festive Gift Shows, Country Shows and All About Dogs Shows and (2) **Aztec Garden Shows Ltd** who organise the Garden Shows and the Antique Fairs.

Aztec Shows LLP began in 1995 as a family run business and during the past 29 years the shows have attracted well over a million visitors. Aztec Garden Shows Ltd started a few years later, with events in Essex, Norfolk, Nottinghamshire, Newbury, Kent, Stevenage and Oxfordshire, Aztec is known as one of the Country's leading public consumer show organisers.

Currently Aztec organises almost 20 events a year, all have excellent reputations with both exhibitors and the visitors.

Events vary from Dog Shows and Garden Shows to Country Shows, Antique Fairs and Festive events.