

**Job Title:** Admin/Events Assistant

**Location:** Bridgwater - Chamber Office

**Type:** Part-time (16 hours per week)

**Rate:** £12 per hour

**Start Date:** January

### **Overview:**

The Bridgwater Chamber is seeking a highly motivated and organised individual to join our team as an Admin/Events Assistant. This role is crucial to enhancing the efficiency and effectiveness of our chamber, supporting the growth of our membership, and facilitating successful events.

This role would suit an individual who is flexible, driven, organised, can work on their own initiative, able to meet deadlines, has great communication skills and can take on a variety of different administrative duties.

You will need to:

- Have strong IT skills.
- Be able to prioritise your workload.
- Have an excellent level of verbal and written communication skills.
- Be comfortable talking to people on the phone.
- Have a professional demeanour and customer service-oriented attitude.

### **Key Responsibilities:**

#### **Administrative Support:**

Manage various administrative tasks to ensure the smooth operation of daily chamber activities.

Respond promptly to member inquiries, manage membership renewals, and maintain an up-to-date member database.

Coordinate member engagement initiatives, including online forums and surveys, to enhance member satisfaction.

#### **Event Coordination:**

Assist in the planning, preparation, and execution of chamber events including the Business Expo, Business Awards, and other member engagement activities.

Ensure events run smoothly and contribute to post-event communication to gather feedback and improve future events.

**Marketing and Communication:**

Manage and enhance the chamber's online presence through active engagement on social media channels and Chamber website.

Coordinate member e-newsletters and contribute to member magazine content to promote chamber activities.

Collaborate with the team to develop and implement effective marketing strategies to attract new members and partners.

Other general administrative tasks include, but are not limited to, minute taking, handling incoming and outgoing mail, scheduling appointments and meetings, creating and formatting documents and presentations, assisting with day-to-day finances, conducting research on relevant topics as assigned.

**Qualifications and Skills:**

Previous experience in administration, event coordination, or a related field.

Excellent organisational and time-management skills.

Strong communication skills, both written and verbal.

Proficient in social media management.

Ability to work collaboratively in a team and independently when necessary.

Please submit your CV and covering letter to [diogo@bridgwaterchamber.org.uk](mailto:diogo@bridgwaterchamber.org.uk)

**Note:**

The decision to expand our team is aimed at supporting the continued growth and success of the Bridgwater Chamber. The proposed investment reflects the Chamber's commitment to increasing its impact and maintaining a high level of service to its members.