Person Specification

Job Title: Conference and Events Support Services/AV Assistant

Essential skills and experience:

- Excellent IT skills.
- First class customer facing skills with specific reference to detail and timeliness.
- Physically fit, as you will be required to move and relocate furniture.
- Smart appearance and the ability to prioritise workload.
- Good organisational skills with appropriate attention to detail.
- Good communication skills.
- A good team worker with a flexible attitude and the ability to work under pressure, but able to work on own initiative.
- Full clean and valid driving licence.

Desirable skills and experience

- Educated to at least A-level standard or equivalent.
- Experience in the University of Cambridge and/or college environment.
- Proficient in the setting up and use of audio visual and IT equipment.
- Experience with a conference organisation.