

# FURCATION RECRUITMENT

## Role : Registration Assistant



## Description

Furcation is one of the UK's major yearly furry events, and our Registration team is looking for assistants to help with online registration prior to the convention, including responding to attendee queries, as well as to assist with on-site registration during the event.

Furcation prides itself on involving its volunteer staff in many of the decisions underpinning the event. We have a friendly, inclusive and welcoming internal culture which is built on an internal free exchange of ideas. In everything we do, we try our best to make sure the needs of our attendees come first.

## Requirements

- Excellent communication skills.
- Good organisational skills and attention to detail.
- Ability to remain calm under pressure.
- A can-do attitude, with the drive to do whatever you can to help our attendees through the registration process.
- You must be able to maintain confidentiality and act with discretion, especially in relation to attendee data.
- Experience in a customer-facing role is desirable, but not essential.

## How to Apply

Send an email to [registration@furcation.org.uk](mailto:registration@furcation.org.uk) with the subject "Reg Team Application", with a little bit of information about yourself, including why you want the role and any previous experience you feel is relevant to the role.

## Privacy Notice

Your e-mail address and any personal information will be processed under strict guidelines enforced by the GDPR. Your details will only be held for as long as required to process your application and will be securely erased once we have satisfied our legal requirements. For further information, contact our Data Protection Officer at [dpo@furcation.org.uk](mailto:dpo@furcation.org.uk).



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