

Furcation Recruitment

Role: Dealers Den Assistant

Type: VOLUNTARY



Essential Requirements:

- A positive and approachable attitude.
- Time management skills.
- The ability to accurately use spreadsheets.
- The ability to visualise a space and assist with the design of floorplans.
- To be able to respond and communicate quickly in order to solve problems.
- To understand the accessibility needs of our attendees.

Desirable Requirements:

- Experience in either running or selling at a Dealers Den or similar.
- Experience in managing stakeholders.
- Customer Service Experience.

Duties and Responsibilities

- Assisting the Dealers Den Manager with organising applications from Dealers.
- Working through the applications list with the Dealers Den Manager.
- To be an advocate for the Dealers Den and how to improve it.
- To take on feedback after the con and develop strategy on how to implement said feedback.
- Being a point of contact for Dealers.
- Assisting the Dealers Den Manager in setting up and preparing the Dealers Den.

Reports to:

- Dealers Den Manager

How to Apply

Please go to the website <https://support.furcation.org.uk/open.php> and choose "recruitment" from the drop-down menu then fill out the application form adding in "Dealers Den Assistant".

Privacy Notice

Your e-mail address and any personal information will be processed under strict guidelines enforced by the GDPR (Data Protection Act 2018). 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.

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