

FURCATION RECRUITMENT



Role : Registration Assistant

Description

Furcation are looking for members to join the Registration Team. As part of this front-facing team, you will be assisting with online registration prior to the convention, including responding to attendee queries via our ticket system. You will also be one of the first staff members that attendees see while helping with on-site registration at the beginning of the event.

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.
- A background in customer service skills is essential.
- You must have attended Furcation at least once, or have staffed another event or convention

How to Apply

Please go to the [support website](#) and choose "recruitment" from the drop-down menu, then fill out the application form adding in "Reg Staff".