



BOXOSO

Audio | Visual | Security

Job Title: Event Assistant

Salary: Competitive Salary, 20 days annual leave + 8 days Public Holiday

Location: Adlington, Lancashire

Job Type: Permanent, average 40+ hours per week over a five-day week,

An amazing opportunity for a hardworking individual to join our dynamic events team. We are looking for a positive, dedicated, and motivated individual with a good understanding of the live events industry.

Working as part of the BOXOSO Event Crew is different every day and this support role is integral to the success of the team in this fast-paced environment.

The correct attitude is what is important to us, we can teach you the skills. However, candidates with existing knowledge and understanding of event production including lighting, AV and Video would be beneficial.

Although this is mainly an office-based role, the expectation is there to attend most events and client meetings. Which means working some evenings and weekends.

Duties Include

- Liaising with the events team and clients, to ensure all aspects of the event are completed to their satisfaction
- Taking enquiries, providing quotes, booking events and dry hire into the diary
- Ensuring all forms, certifications, assessments, and general paperwork is completed and ready for each event
- Working closely with the event crew team to ensure the correct teams and equipment are on site and jobs are prepped and de-prepped in a timely fashion
- Working closely with external suppliers

Skills Required

- Full UK Drivers Licence
- Experience in the events industry (desirable)
- A team player who is keen to learn
- Good communication and time management skills
- Weekend and evening availability

Contact: sales@boxoso.co.uk for more information

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