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## Job Description – Project Assistant

We are a dynamic events and project management company, delivering vibrant dance competitions internationally, with a teaching academy and charity forming the UDO Group.

Working as part of the Events and Project Management team, and reporting into the Chief Operating Officer, you will be providing project and administrative support for UK events. You will be the first point of call to our customers, dealing with their enquiries and complaints, as well as assisting in the organisation of event logistics. The right candidate will also be given the opportunity to take the lead on certain aspects of Project and Event Management. This role is based in Cardiff.

### Key Duties:

- Assisting in the planning of event logistics – including venue booking
- Customer Services, including: dealing with customer queries via telephone email and online chat
- Administrative duties, including: data entry, research and exploring ways to improve current systems
- Updating and maintaining our company website and app
- Assisting in project related social media content scheduling
- General upkeep of all in-house filing and procedures on paper, computers and software
- Occasional weekend work at our events, which will be paid for or offered as time in lieu
- Liaising and networking with a range of stakeholders including colleagues and partners
- Any other appropriate tasks required by UDO Group.

### Person Specification:

- Experience of event / project management
- An excellent communicator & confident individual
- The ability to think creatively, be inquisitive, problem solver
- The ability to work closely as part of a tight-knit, collaborative team
- The drive and ambition to be professionally self sufficient
- The ability to work under pressure and to very tight deadlines
- Excellent and working knowledge of Microsoft Word, Excel, PowerPoint and knowledge of Access is an advantage.
- Knowledge and understanding of Digital Marketing (In particular, social media marketing)
- Experience of using a Content Management System (CMS) highly desirable
- Organised and Methodical
- Quick learner

### Benefits:

- Opportunities for professional development
- Progression opportunity to take lead on Project/ Event Management
- Option for flexible working hours when needed

- International travel opportunities
- Annual target led, profit share bonus scheme
- 28 days paid annual leave, including Christmas, New Year and public holiday shutdown

Job Type: Full-time

Salary: £16,500.00 /year