| **Employer Name & Address** | Hucksters Advertising & Publishing Consultants Ltd  
The Barn  
St James’ Square  
Wadhurst  
East Sussex  
TN5 6AP |
<table>
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<tbody>
<tr>
<td><strong>Employer Description</strong></td>
<td>Established in 1991 and moving to East Sussex in 1992, Hucksters have a reputation for delivery and a track record of success in many markets including health and social services publishing and events, advertising sales for cutting edge multi-media projects, marketing and training for national organisations and support of overseas development projects.</td>
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<tr>
<td><strong>No of Employees</strong></td>
<td>7</td>
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<tr>
<td><strong>Website</strong></td>
<td><a href="http://www.hucksters.co.uk">www.hucksters.co.uk</a></td>
</tr>
<tr>
<td><strong>Contact Name</strong></td>
<td>Mark Pearson</td>
</tr>
<tr>
<td><strong>Contact Telephone</strong></td>
<td>01892 784804</td>
</tr>
<tr>
<td><strong>Contact Email</strong></td>
<td><a href="mailto:markpearson@hucksters.co.uk">markpearson@hucksters.co.uk</a></td>
</tr>
<tr>
<td><strong>Job Title</strong></td>
<td>Apprentice – Sales and Event administrator</td>
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| **Vacancy Description** | Supporting the Sales and event team. This will include anything from assisting with market research to organising the distribution of literature or helping to organise an event. In addition the role will include administrative support to the business including filing, record keeping and similar administrative duties.  

Duties and responsibilities include:  
- ensuring customer information is complete  
- follow-up of event services support  
- event organisation support  
- researching event venues and obtaining quotes  
- dealing with low level sales enquiries  
- Updating and extracting information from Customer Management System  

In addition, there is the potential to be involved in the design of brochures and event programmes. |
| **Weekly wage** | £227.50 |
| **Working week** | Working days Mon-Fri  
Total paid hours per week 37  
Times of work 9-5  
Holiday entitlement 4 weeks plus bank holidays |
| **Expected duration** | Depends on the quality of the candidate, we hope they would develop and stay for some time. |
| **Skills required** | Excellent written and verbal communications skills  
Good time management and planning skills  
Knowledge of Excel and Word |
- Knowledge of the internet, websites and a good working knowledge of social media is desirable

**Personal qualities**
- Ability to work individually as well as part of a team
- Able to meet multiple project deadlines and demonstrate good attention to detail
- Enthusiasm and attention to detail
- Ability to respond to diverse stimuli

**Qualifications required**
GCSE English and Maths Grade B or above or equivalent

**Future Prospects**
- Added responsibilities and benefits as you develop and improve your skills and abilities.
- Involvement in more of our publishing or marketing projects

**Supplementary Questions**
- What do you see yourself doing in 5 years time?
- What do you have to offer us as a company?
- What is your best attribute?