



SUMMER 2018

# NEW VACANCY

## TRUMAN MARKETS: WEEKEND ASSISTANT

The Old Truman Brewery is looking to recruit a new member to our market's team. The successful candidate will help facilitate the running of our vibrant and eclectic weekend venues as well as developing and nurturing relationships with existing clients.

### Weekend duties include:

- Assisting stall holders with set-up in the morning
- Developing strong relationships and acting as first point of contact on the day for our stall holders
- Co-operating with on-day staff to maintain venues and problem solve
- Taking and processing payments
- Observing and contributing ideas to the development of our markets

### Applicant is required to have:

- Excellent communication skills + telephone manner
- Assertive, confident, courteous and a personable character is vital
- Proficient computer skills including knowledge of Microsoft Office – Outlook, Excel and Word
- Ability to take on instructions quickly and efficiently
- Capacity to work both independently and proactively

This role is part-time (min 18 hours): Saturday and Sunday with a 3 month trial period.

If you're interested please email a cover letter and CV to [ray@trumanbrewery.com](mailto:ray@trumanbrewery.com)  
or hand into the events office located in Ely's Yard.

