

## **YORKSHIRE FEDERATION OF YOUNG FARMERS CLUBS**

### **Require an Administrator**

Yorkshire Young Farmers are recruiting for a temporary part time administrator required for an immediate start on a six-month fixed contract.

This role will be located at our office in Harrogate with a competitive rate of pay offered.

The role will involve-:

- General Office administration including processing entry forms and preparing documents for competitions
- Processing membership applications
- Organisation of events
- Answering the phone and dealing with enquiries from members
- Responding to emails
- Reviewing, monitoring and maintenance of existing office systems
- Minute taking at meetings
- Chasing up responses by phone and email from members, suppliers etc
- General office duties and administration

Skills required-:

- Experience of working in an office environment
- Knowledge of word, excel and other Microsoft office programmes along with database management and some social media
- Well organised and motivated with excellent time management and an eye for detail
- Excellent communication and organisational skills.
- A knowledge of YFC and agriculture would be desirable

To apply for this position please email your CV along with a covering letter to [yfyfcstaffingcommittee@gmail.com](mailto:yfyfcstaffingcommittee@gmail.com)

**Closing date for applications is Friday 6th February.**

