





## Key personal characteristics

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- Able to maintain confidentiality both internally and when dealing with a range of stakeholders.
- High level of interpersonal skills.
- Excellent planning, organising and prioritising skills.
- A willingness to take full ownership of the role and go above and beyond.
- Proven background of high attention to detail.
- Ability to make decisions and use initiative.
- Strong communication skills.
- A team player, working alongside others with positivity and respect.

## Job Details

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- Office Support Assistant
- Temporary 6 months (April 2023 – September 2023)
- Part Time. 8 Hours a week, flexible working, will include some evening work
- £15 per hour

Please call 01756 799033 for further information.

Please send a CV and Covering Letter to:

Sarah Howsen, BID Manager  
[info@skiptonbid.com](mailto:info@skiptonbid.com)

**Closing date for applications Monday 20<sup>th</sup> March**