



## **Administrator / Customer Liaison Position (Self-employed, One to two days per week)**

If you're the ultimate organiser with a passion for Scotland - we need you to help us be the best we can be.

You'll be joining a cracking team - possibly even the best in Scotland - to look after the all important behind-the-scenes work that goes into making our guests' mountain bike experiences in Scotland as special as Jessica's:

*"...what really struck me is how genuine and utterly authentic you are. Amazing biking and views and weather are brilliant to have and do, but ultimately without the warmth and care you showed it would just fall flat. The trip was super slick and professional where it needed to be, and relaxed and marginally 'fawltly towers' where it didn't matter - great fun, spontaneous, exuberant and full of energy! It's perfect :)"*

If you think you're this person, we should talk.

The position will be for 1-2 days per week based from our office in the Scottish Borders initially (hours flexible to suit) until such times as the candidate is up to speed; thereafter remote working with regular check-in on progress and meetings as required.

### **Pre-requisites**

- Fun, friendly professional and patient with an open and energetic outlook and a fantastic telephone manner
- Passion and enthusiasm for Scotland and a solid understanding of mountain biking and mountain bike or adventure tourism
- A flexible multi-tasker with a 'can do' attitude combined with a strong attention to detail

- Excellent administration, customer service and negotiation skills e.g. to develop and maintain office processes; maintain relationships with customers and trade suppliers
- Marketing flare and a solid understanding of current marketing and social media for business
- Solid IT skills (familiarity with photo editing and cloud based software would be a bonus)

For more details, in the first instance please send a note of interest (and CV if you have one), with subject line “Administrator / Customer Liaison Position’ and specific reference to the prerequisites mentioned and the role outlined, to [info@go-where.co.uk](mailto:info@go-where.co.uk) or call Andy McKenna for an informal chat on 07713151773.