

# **Job opportunity at Expo Prado**

We are looking for lively, cheerful, engaging and real team players to work with us at the British Pavilion in Expo Prado.

## **Requirements:**

- Good English skills
- Proven experience in customer service
- Proactive and energetic
- Enthusiastic in environment related matters
- Team player

## **Roles and responsibilities:**

- To be the public face of the UK Pavilion displaying excellent customer service at all times
- Greet and welcome visitors, ensuring they have a positive and fun experience
- Provide information on the main topic of the Pavilion: Climate Change, Waste management, UK companies offer, etc. (A manual will be provided with key messages that you will be expected to learn).
- Inform visitors of additional online activities available in our virtual pavilion
- Encourage people in to visit the pavilion and its virtual counterpart
- Assist in event coordination: i.e British breed prizes, conferences, etc
- Collaborate in promoting UK Culture and Brands to visitors
- Ensure pavilion is in clean condition, that sanitary protocols are followed, and that music is working
- Record the number of visitors to the pavilion (so that we can comply with protocols)
- Ensure the rest and office areas of the Pavilion are kept neat and tidy
- Liaise with British Pavilion Project Manager for early resolution of issues such as: Technical, structural, security, etc.

## **Working hours:**

2 shifts AM or PM:

Monday – Friday: From 09:30- 15:30 / From 14:30 to 20:30

Saturday – Sunday: From 09:00 – 15:00 / From 15:00 – 21:00

## **More information:**

-You will be formally employed by ARU.

-You will have time for lunch and for a break.

Note: Selected candidates will be required to present the Good Conduct Certificate provided by the Ministry of the Interior before signing the working contract.

## **How to apply?**

Please send your CV (1 page max), cover letter in English (1 page max), and shift preference to: [expo.prado@fco.gov.uk](mailto:expo.prado@fco.gov.uk) before Sunday 18 July, indicating your last name in the subject.

**Deadline: Sunday 18 July 2021**