

# GENERAL ADMINISTRATIVE ASSISTANT

## *Job description*



**Reports to:** Head of Staff

**Basic hours per week:** Full-time (35 hours), office-based

Remuneration: £18,500 pa

## Who we are

The Society of Authors is a trade union for all types of writers, illustrators, broadcasters and literary translators, at all stages of their careers. We have been advising individuals and speaking out for the profession for more than a century. Our 10,000+ members receive unlimited, free advice on all aspects of the writing profession, including confidential, clause-by-clause contract vetting of publishing agreements, as well as a wide range of benefits.

## The role

We need a General Administrative Assistant to support our departments with routine administrative tasks. And as we're in the process of moving premises from South Kensington to Central London, you'll need to be practical, hands-on and not afraid of getting your hands dirty to be successful in the role. This is an excellent, entry level opportunity to gain experience in a creative industry.

## Responsibilities

You will assist all departments with routine administrative duties, tasks may include, but are not be limited to:

- **Archiving support:** working with our Projects Manager to assess our storage and information needs, including sorting files, documents, books and equipment, preparing inventories and arranging for storage and disposal as appropriate.
- **Events support:** taking event bookings and dealing with events enquiries.
- **Membership support:** filing and archiving membership records, making amendments to the database, dealing with membership enquiries such as replacing membership cards and sending routine membership letters and assisting the Membership department with their routine duties.
- **Office move assistance:** working with our Projects Manager on tasks related to the office move, to include administrative and logistical support.
- **Reception support:** phones cover, meeting space set-up, photocopying, printing and general administrative support.

## Essential experience/skills

- Excellent IT skills, including Microsoft Word and Excel, Outlook and database experience
- Strong attention to detail and data inputting accuracy
- Good communication and telephone skills
- Good level of literacy and maths
- Ability to complete tasks to deadlines
- Ability to work both in a team and independently
- Practical and resourceful
- A personable, positive and proficient manner

*The Society of Authors is an equal opportunities employer.*