A brilliant summer work opportunity for an organised and enthusiastic individual wishing to gain experience in the literary world. This opportunity would suit a freelance\* worker.

The Society of Authors (SoA) is a membership organisation for professional writers with nearly 10,000 members. It advises authors on rights, fees or on any query about the business of writing.

We’re looking for a bright and enthusiastic freelance to join our front line team for a fixed six-week period from Monday 17 July to Friday 1 September, to help cover staff holiday absence and ensure the smooth running of the office.

You will provide reception and administrative support to the busy team and will need a range of office administration skills including: call handling, database management, website administration and events set-up.

This opportunity would suit an organised and efficient self-starter with a strong interest in the business of publishing.

ESSENTIAL KNOWLEDGE, SKILLS & EXPERIENCE

* Strong IT skills including Microsoft Office, Outlook and the internet
* Confident working in a front-of-office environment
* Good communication and telephone skills
* Good level of literacy and maths
* Excellent attention to detail
* Ability to prioritise effectively and to complete key tasks in a timely manner
* Ability to work in a team
* A positive and flexible approach to work
* Ability to work with a personable and proficient manner
* A love for books and reading

\*As a self-employed freelance worker, it would be your responsibility to declare your income from us.

**Temp placement:** 17 July – 1 September 2017

**Location**: London

**Salary**: £350 per week

**Application Deadline**: 17 March 2017

**Start Date**: 17 July 2017

To apply, please email your CV and covering letter to Anna Ganley at AGanley@societyofauthors.org by Friday 17 March.

The Society of Authors is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.