

PA – Office Manager

We are a full service marketing agency, based in Wilton, near Salisbury. Our work encompasses PR campaign planning, press release writing, production of case studies, fact sheets, advertising, copy writing, photography, graphic design, website design and development and print services, plus marketing training and consultancy services for a wide range of clientele.

We are highly imaginative and have a strong portfolio of satisfied clients who like our work and regularly come back for more.

We are looking for a PA Office Manager to work within our existing team you will be responsible for maintaining the client database: keeping in regular contact with clients.

OUR KEY QUALITIES

- Established PR and marketing business;
- Modern offices, close to Salisbury;
- Great reputation for success;
- Close to Wilton Park & Ride;
- A rural location with ample parking, and;
- Small friendly office environment.

REQUIREMENTS

- Good time keeping.
- Organised - self starter.
- Ability to prioritise workload and use initiative.
- Experience of working at Director level or similar.
- Ability to work under pressure and meet deadlines.
- Excellent positive telephone manner.
- 100% committed.
- A background in marketing or professional services would be helpful but not essential.
- Experienced user of Microsoft Office (Word, Excel, Powerpoint and Outlook).
- Professional and well presented.
- Experience of Audio Typing.
- Meeting and greeting clients.
- Team Worker.

RESPONSIBILITIES

- Effectively preparing, organising and prioritising emails and paperwork for the Managing Director.
- Diary maintenance for Directors and key staff.
- Support for Managing Director's other roles as a Local Councillor and Magistrate.
- Using judgement in drafting and sending responses by email and phone on behalf of the Director.
- Note-taking and following up actions from Director's meetings as required.
- Making travel arrangements for Managing Director and Creative Director.
- Maintain confidential information.
- Organising and carrying out mailings (postal & email).
- QuickBooks accounting, invoices and credit control. Assisting Bookkeeper with Accounts (approx 8 hrs/week).
- Booking of Training Venues, accommodation and catering. Follow up with sending out joining instructions.
- Ordering of stationery, water, buying of provisions.
- Human resources.
- Supervision of cleaner and work experience students. Organising minor repairs.
- Recycling.
- Occasional delivery duties to nearby clients. Banking cheques and taking post daily to Wilton.

WHAT WE HOPE YOU WILL LEARN FROM US

You'll be participating in the life of a growing creative business where ideas matter more than job titles, and where you have a chance to learn and succeed every day. Best of all you will be in the company of an accomplished team of passionate creative people who enjoy their work, and are interested in sharing their experience with you.

Interested? Call Paula Barclay now on 01722 744033, and apply with your CV to: paula.barclay@themustardagency.com