

**Job Description**

<b>Job Title</b>	Admin Assistant INTERNSHIP
<b>Line Manager</b>	Director
<b>Location</b>	Working from Home
<b>Department</b>	Events

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

Undertake the following duties:

- Updating and creating policy's and Procedures
- Updating diaries
- Undertake other marketing, media, and PR administrative duties
- Upload information to website, Eventbrite and other portals
- Arrange and conduct satisfaction surveys, review responses, and recommend update of procedures / standards if required.
- Monitor and respond to enquires accordingly
- Co-ordinate and organising events
- Social Media handling, when required
- Admin Duties
- Creating invoices

**General requirements**

- Attend regular team meetings
- Attend training and supervision when requested.
- Promote UK ENTERTAINMENT AWARDS in a positive and professional manner.
- Prepare and present written reports as required.
- Undertake administrative work in relation to the above duties, including filing and correspondence.
- Perform duties commensurate with the responsibilities of the role and ad hoc projects as required from time to time.

**Other requirements**

- Comply with the Data Protection Act

**Essential Knowledge and Skills**

- Customer friendly verbal and written communication style
- Comfortable with change
- Career motivated
- Critical thinker
- Resilient performer
- Curious
- Good level of IT
- Can plan and prioritise workload
- A strong influencer who works collaboratively and across teams to deliver results.

- Great management skills

### **Experience**

- Experience of negotiating and influence with successful / appropriate business outcomes.
- Experience of writing reports
- Experience of developing effective relationships and partnership working with professionals and stakeholders
- Experience of delivering presentations

### **Education and Qualifications**

- Obtained or working towards event planning (desirable)

### **Other**

Closing Date 4<sup>th</sup> July 2022

Temporary Role August 2022 – December 2022

Hours – approximately 2-4 Hours per week

Flexible Days

#### **Incentives**

Free Tickets to Award Show for family and friends

Access to exclusive events

Free Mentoring

Please send CV to [info@ueawards.com](mailto:info@ueawards.com)