

Admin Assistant (OL13)

Hours: 10 hours per week. Days and hours are flexible.

Salary: £6.45-£8.72 PH

Terms: Six-month contract with the potential for a permanent contract for the right candidate

Location: Currently home working due to Covid restrictions. The permanent role will be based in Burnley/Bacup, Lancashire.

Due to expansion, we are looking to hire an administrative assistant to help with sales admin in particular. Some prior admin experience would be advantageous but not necessary, as full training will be given.

This is an excellent entry-level position for a person seeking a career in marketing and SEO. The role is a temporary 6 month contract with the potential to become a permanent role with good progression opportunities.

Due to Covid restrictions, this is currently a home-based role. We have an office in Burnley with a move to Bacup planned in the near future.

Main Role Responsibilities:

- Maintaining and managing the CRM systems
- Communicating with potential clients about our services
- Booking meetings
- Assisting with tenders
- Answering email and phone enquiries
- Administrating the company social media accounts
- Creating and progressing quotes
- Supporting the functioning of the business and team

Candidate Requirements:

The successful candidate will be proactive, adaptable, and willing to be part of a collaborative team.

Other requirements are:

- Confident on the telephone
- Strong time management skills
- Computer and social media literate
- Good writing skills with excellent grammar
- Previous admin experience would be advantageous
- Able to work to deadlines
- Tenacious and self-motivated
- A high level of attention to detail

Benefits:

GrowTraffic is committed to supporting local charities and allows paid time off each quarter for volunteer work, plus:

- 5 paid days shut down at Christmas
- Flexible working arrangements and hours
- On the job training
- 21 days holiday, plus bank holidays (pro-rata)
- Progression and promotion opportunities
- Paid sick leave

Who Are We?

GrowTraffic is an award-winning digital marketing agency. Family run and forward-thinking, we place a strong emphasis on the achievement, enjoyment, and commitment of the team. We trust and value our staff greatly and all enjoy the benefits of truly flexible working.

We take great pride in the individual growth and progression of our team and facilitate and encourage it. We are friends, as well as colleagues. Our management structure is flat and we reward autonomy. You will have ownership over your role.

We value honesty, integrity, and transparency. These core values drive everything we do for the clients and each other.

In the last three years, we have seen tremendous growth as a result of the collective efforts of the team. We are entering a new phase of growth and would like to bring a smart, motivated, and enthusiastic person with us.

To Apply

To apply email a CV and covering letter to Hannah Weinhold at hw@growtraffic.co.uk. Applications without a covering letter will not be considered.

Closing date: 23rd November 2020 at 5pm