

Part Time Office Admin

Company Overview

Drew Media Ltd is based in Littleport, Cambridgeshire and home to the award winning personal finance blog www.emmadrew.info. Our goal is to help people to make money, save money and live the life they want. We achieve this through blog posts, social media updates and YouTube videos. We are expanding and looking for someone to join our small team.

Job Role

We are looking to take on a Part Time Office Admin to join the team, this is a varied role which will require a broad skillset. You will work closely with the company directors to make sure that all the business needs are met. You will enable the team to develop and you will produce and maintain good administrative processes and records. You should be detail focussed and be diligent in what you do. You must be experienced with and competent with all Microsoft packages, Wordpress and the online community. As the Office Admin, you will have strong writing and communication skills, as well as being able to use own initiative.

- Administration of the day to day book-keeping activities including accounting activities and managing supplier payments and relationships
- Chasing payments
- Editing a weekly newsletter
- Respond to emails
- Administration of Facebook groups and adding and welcoming the new members
- Updating media kit on a monthly basis
- Updating images in old blog posts
- Social media content posting - Facebook, Twitter, etc.
- Updating Wordpress themes and plugins
- Broken link checker (on a monthly basis)
- Business support
- Any additional ad hoc duties as required by the business.

Knowledge & Skills required for the Digital Marketing Executive role:

- A minimum of 1 years commercial experience in office admin
- A minimum of 1 years experience with Wordpress
- Excellent copywriting skills and a creative mindset
- Strong written English
- Experience engaging across various social media channels and online forums
- A desire to learn more about digital marketing
- Solid online skillset
- Works well alone and as part of a team to achieve personal and team KPIs

What we can offer

- Holiday – 21 days a year plus bank holidays, rising 1 per year (max 5) - Pro rata
- Company pension in place (opt out possible, if preferred)
- Hours: Monday - Friday - 2 hours per day.
- £8.75 per hour to meet the National Living wage.

How to apply:

Please send your CV and a covering letter detailing your experience and why you would suit this role to hello@emmadrew.info. If you have a blog or social media accounts you are proud of then please let us know, we would love to take a look at them.

No agencies please.