

International media group is looking for a **part-time bilingual administrative and editorial assistant** for their London bureau, starting as soon as possible. Reporting directly to the General Manager, the ideal candidate will be organised, pro-active, and flexible to the changing demands of a busy newsroom.

This role is part-time - working 5 days a week - 27.5hours

**ROLE :**

*Administrative Assistant*

- Print and dispatch commercial invoices to clients, in coordination with the Business Development Manager of the office
- Send collection letters to clients and make the follow-up in coordination with the Accounts and Commercial managers
- Maintain stationery and office supplies.
- Provide PA support to senior members of staff.

*HR admin assistant*

- Administrative procedures when starting and/or ending an employee's contract: filling forms, helping staff with admin paperwork
- Keep and maintain records of staff holidays, in coordination with central and local HR and finance teams
- Hotel bookings and travel arrangements for staff: prepare Mission Orders, collect expense receipts from staff and prepare the Claim Expenses Forms and receipts (scanned) for the Office Administration Officer.

*Editorial Assistant*

- Assisting the news editors with editorial planning, arranging accreditations and interviews.

*Receptionist*

- Be the first point of contact for the office and greeting visitors
- Answering the telephone,
- Booking visitors in with the building security
- Taking deliveries, distributing incoming mail, franking outgoing post and having it ready for collection

**PROFILE:**

- Fluent in French and English – written and spoken
- Previous administrative experience
- Proficient in use of MS Office - Word - Powerpoint - Excel
- Previous PA and diary management experience desirable
- Excellent telephone manner
- Able to multitask, handle a changing work load, and work to tight deadlines
- Interest in print/broadcast media
- Open minded, pro-active, creative, and ready to help

**SALARY :**

£23K/pa + travelcard (up to zone 6)