

## Freelance online admin shifts

APL Media Limited is seeking temporary admin assistants for its friendly Kentish Town-based office on a freelance basis, to assist the migration of content to a new CMS.

The project will run from Wednesday 1 March until Friday 28 April and will focus on food and travel content for one of its flagship titles, *National Geographic Traveller* (UK). This role is required for the duration of the project, full-time or part-time. Successful candidates will be required to attend in-office training sessions and work from the office for several days a week, with remaining days spent working from home. APL Media is looking for candidates to start as soon as possible.

APL Media publishes a range of travel and lifestyle titles for consumer and trade publications. This is an ideal role for someone looking for short-term work and who can hit admin targets to deadline. The position requires strong IT skills and proficient written English. Successful candidates will be working closely with the *National Geographic Traveller* (UK) digital team and operations manager.

### Skills & requirements

- Excellent all-round IT skills
- Strong time-management skills
- Knowledge of Drupal or similar CMS
- Commitment to supporting high written standards

### What next?

If you're interested in this position, please attach a copy of your CV and include a short cover letter stating why you would be great for this role.

### About us

APL Media Limited is a fast-growing, medium-sized company (with almost 100 people) based in Kentish Town, London. Over the past 25 years we've focused on travel and lifestyle content for the consumer and trade industries, and have built a friendly, loyal and experienced team.  
[aplmedia.co.uk](http://aplmedia.co.uk)

### Our titles

- Consumer: *National Geographic Traveller* (UK), *National Geographic Traveller – The Collection*, *Food by National Geographic Traveller*, *Living360* and newspaper inserts.
- Trade: *Postcards*, *ASTA Worldwide Destination Guide*.

**Start date:** 1 March 2023

**Deadline for applications:** 26 February 2023

**Contact:** Via email only: [editorial@aplmedia.co.uk](mailto:editorial@aplmedia.co.uk)

**Hours:** Full-time (9-5.30pm). Note we offer a hybrid working environment as standard, with some days spent working from home.

**Job type:** Freelance.

**Please note:** Only candidates meeting the requirements for the role will be contacted.