

Admin & operations assistant, APL Media

APL Media Limited is seeking an admin and operations assistant to join its friendly Kentish Town-based office, working across diverse print, digital and events projects to maintain the smooth functioning of the company and its products.

This is an ideal role for a highly organised, tech-savvy and deadline-oriented individual who can offer creative and practical solutions in response to the varied needs of a busy content agency and is looking for a small- to medium-sized company in which to grow their skillset.

APL Media publishes a range of travel and lifestyle titles for consumer and trade publications. One of its flagship titles is *National Geographic Traveller* (UK), which has various offshoots including *Food by National Geographic Traveller* and *The Collection* series. It also has a busy events programme including National Geographic Traveller Food Festival and the Travel Media Awards.

The role

We're looking for an admin and operations assistant to take charge of a wide range of administrative tasks, reporting to the company's operations manager. The role will require excellent IT, time-management and people skills, and is the perfect step up for a graduate or an existing administrative or research assistant. Lots of on-the-job skills training will be provided, offering valuable insights into the world of branded events and client publishing.

Skills and requirements

- Excellent all-round IT skills; proficient in MS Office
- An interest in analytics and reporting
- Strong communication and time-management skills
- Awareness of GDPR and other data compliance regulations
- Competent in website, social media and inbox administration
- Awareness of project management software, such as Asana
- Able to collaborate across departments and be an excellent multi-tasker
- Knowledge of WordPress or similar CMS
- Problem solver who is able to multi-task
- Willing to assist other teams where required

Example tasks

- Researching and assisting in implementing new software solutions for the editorial, design, production and events departments
- Helping to map out and improve workflows in editorial, design and events departments
- Working with senior staff to maintain training library
- Monitoring inboxes and editorial phone line
- Compiling and sharing prize draw data
- Admin tasks and support for the operations team
- Assisting with planning and implementing IT upgrades for the business
- Monthly updates to the company website

What next?

If you're interested in this position, please attach a copy of your CV and include a 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.

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: ASAP/October 2023.

Deadline for applications. Monday 18 September 2023

Contact: Via email only: editorial@aplmedia.co.uk.

Hours: Full-time (9am-5.30pm). Note we offer a hybrid working environment as standard — three days working in the office, two days working from home.

Job type: Permanent.

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