

Admin Assistant, APL Media

APL Media Limited is seeking a dynamic Admin Assistant with a passion for creating memorable events and contributing to the smooth-running of a friendly office. As a key supporting member of the events team, you'll have a front-row seat to the ideas, logistics and execution of major travel events in London, including the National Geographic Traveller (UK) Food Festival and the Travel Media Awards. Meanwhile, the operations side of the role offers the chance to get stuck into the systems and solutions that keep a modern business running.

This is an ideal role for a highly organised, tech-savvy individual with strong people skills and good written English who can offer creative and practical solutions in response to the varied needs of a busy office. Is this you?

The right candidate will take charge of a wide range of tasks, reporting to the company's operations manager and events manager. The role will require excellent IT and time-management skills and is the perfect step up for a graduate or someone with some administrative or events experience.

Lots of on-the-job skills training will be provided, offering valuable insights into the world of branded events and client publishing. This role also offers a great opportunity to anyone looking to get foothold in the British travel media.

APL Media publishes a range of travel and lifestyle titles for consumer and trade publications. One of its flagship titles is the *National Geographic Traveller* (UK) magazine, 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, The Masterclasses, Travel Geeks and the Travel Media Awards.

Skills and requirements

- Great interpersonal skills
- Excellent all-round IT proficiency, including MS Office
- Able to collaborate across departments and be an excellent multi-tasker
- An interest in analytics and reporting
- Strong communication and time-management skills
- An interest in GDPR and other data compliance regulations
- Competent in website, social media and inbox administration
- Awareness of project management software, such as Asana
- Commit to supporting high standards across a broad range of print, online and live products
- Represent APL Media and the *National Geographic Traveller* (UK) brand at events
- Experience or interest in working at live events, such as festivals and awards
- Knowledge of WordPress or similar CMS

Example tasks

- Researching and shortlisting event venues for consideration
- Requesting assets from speakers, sponsors and clients
- Onsite help at live events
- Compiling and sharing competition data
- Monitoring the events inboxes and updating event schedules
- Admin tasks and support for the events and operations team
- Researching solutions for workflow systems

- Updating training manuals

Benefits

- Hybrid working
- Medicash healthcare plan, including discounted gym membership and mental health support
- Enhanced parental leave
- Opportunity for a charity day with a chosen cause
- One week office closure over Christmas
- Regular social events
- Summer hiking trip
- Cycle to work scheme
- Regular training sessions

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: April 2024

Deadline for applications: Friday 1 March 2024

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.