

Position: Admin Assistant

Location: Central Bristol

Salary: £16k per annum, pro rata

Contract: Full time, initial fixed term ending 30 November 2016 with the possibility of extension

The Role

We are looking for a bright and enthusiastic individual to support our forward thinking, innovative and ambitious team at an exciting time of evolution and growth for the organisation. Working across our world-leading initiatives, you will provide day to day administration support for our small, dynamic team.

About Wildscreen

Wildscreen is an award-winning wildlife conservation charity. Our goal is to convene the world's best filmmakers and photographers with the most committed conservationists to create compelling stories about the natural world; that inspire the wider public to experience it, feel part of it and protect it.

We are powered by an ecosystem of projects:

[Wildscreen Arkive](#) - the world's leading online natural world encyclopaedia;

[Wildscreen Exchange](#) - a unique global hub that empowers conservation organisations by connecting them with world-leading filmmakers and photographers to create ground-breaking communications about our natural world.

[Wildscreen Festival](#) - the internationally renowned festival that celebrates and advances the art of natural world storytelling.

Main Duties and Responsibilities

You will be responsible for:

- receiving and responding to a broad range of incoming enquiries and fielding as appropriate;
- providing executive support including diary management and travel logistics;
- receiving visitors to the Wildscreen office, ensuring the office is kept clean, tidy and stocked and assisting with the planning and delivery of internal and external meetings;
- maintaining filing systems and helping us move to becoming a paperless office;
- supporting the implementation, management and maintenance of a new organisation-wide CRM system;
- assisting in management, collation, recording, analysis and reporting of project data as required by the Wildscreen team;
- being the designated Fire Safety Officer;
- administering recruitment and HR records and processes;
- participating in the development of organisation administration systems and processes;
- contributing to the maintenance of financial systems, processes and procedures;
- the reconciliation, monitoring and maintenance of all bank, credit and cash accounts;

- raising sales invoices, processing payments and credit control;
 - processing payroll (outsourced), the pension scheme and expense claims;
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Person specification:

The ideal candidate will be a dynamic, highly-motivated individual with a real willingness to get stuck in. You'll relish the opportunity to make a real difference to our small, nimble but hugely ambitious charity.

Essential skills and experience:

- A minimum of 5 GCSEs grade A-C or equivalent, including Maths and English.
- At least one year's previous experience in an office administration role.
- Strong knowledge of Outlook, Word, Excel and good general computer literacy.
- Strong administrative skills and a positive, proactive and helpful approach.
- Strong numeracy skills and experience of using databases and/or Excel to record and report information and statistics.
- Experience of using databases; previous experience of using a CRM system would be highly valuable.
- Excellent personal, written communication and telephone skills, including the ability to communicate with a wide range of internal and external contacts at all levels.
- Experience of analysing and summarising information clearly and accurately, writing high quality prose and excellent proof reading skills.

The successful candidate will also have:

- The ability to keep track of high volumes of information and continually prioritise in a demanding and busy environment.
- High levels of self-motivation, with the ability to act on own initiative, but also to know when to seek advice.
- An enthusiastic and flexible approach to managing a busy workload and problem-solving.
- The ability to maintain a high level of confidentiality, discretion and professional integrity in dealing with issues of a sensitive nature.
- Pride in accuracy and attention to detail.
- The commitment to playing a full active role in Wildscreen's success.
- Previous experience of working for a not-for-profit is desirable.