

CAN YOU HIT THE RIGHT NOTES IN THIS DEMANDING ROLE?

Celebrity Admin Assistant

Location: Costock, near Loughborough, Leicestershire

Hours: Full Time

Champions (UK) Plc is one of the UK's leading award-winning brand agencies, boasting an enviable portfolio of clients, regionally, nationally and internationally.

A family-owned business with traditional family values, Champions has grown over the past 15 years and has evolved significantly.

Proudly, we continue to invest in our staff and new technology, to ensure we are at the cutting edge of providing our clients with the most up to date services that achieve results.

Today, with over 110 highly-skilled staff and still expanding, Champions' continued success is creating additional and exciting employment opportunities.

You'll work closely with our Music and Entertainment specialists. There's always something exciting happening, so you'll play a vital role in supporting their work.

We're a busy team but pressure won't faze you. We have a vibrant working environment that rewards those who perform well, and offers opportunities to those motivated and willing to learn.

You'll be an exceptional team player, with outstanding people, administrative and organisational skills, and able to assist with the delivery of our music and entertainment offer to our clients.

Responsibilities

- Answering the telephone
- Diary management
- Writing and distributing emails and correspondence
- Contract management
- Maintaining contact lists
- Record-keeping and filing
- Invoicing
- Organising travel requirements
- Arranging conference calls
- Taking notes at meetings
- General support to visitors and other internal departments

Experience, Qualifications and Skills Required

- Computer literate - proficient user of Microsoft Office applications like Word, Excel, Outlook and PowerPoint
- Excellent written and verbal communication skills
- Exceptional organisational and planning skills
- Ability to multitask and prioritise to tight deadlines
- Ability to undertake research
- Quick thinking and able to work on own initiative
- Teamworker
- Motivated, persistent and reliable
- Excellent time management
- An attention to detail and problem-solving skills
- Previous experience in a busy and fast-paced office
- Someone who make things happen

Closing date: Friday 31st May 2019

If you are interested, please send a convincing covering letter, stating why you are the ideal candidate for this challenging and exciting position and your present salary, along with an up to date CV to careers@championsukplc.com