ROLE PROFILE

SECTION 1
Job title: Business Administrator, Book Industry Communication Ltd
Reports to: Business Manager
Location: London
Term: Part time (12 hours per week: 3 hours per day, 4 days per week)
Permanent

SECTION 2
Job purpose: To assist the Business Manager with the day to day administration involved in the running of the BIC business, marketing and event activities, committees, and general office management as required.

Key areas of responsibility
- Promote BIC’s activities and agenda
- Assist the Business Manager in all areas of administration, (including office management), associated with the running of BIC.

Main tasks
- Provide administrative support to the Business Manager
- Generally support the Business Manager in all areas of the day-to-day running of the BIC business
- Attend and take minutes of BIC committee meetings, working group meetings, clinics and other meetings as required.
- Circulate all minutes taken within 2 weeks of the meeting
- Ensure all necessary minutes appear on the BIC website in a timely fashion and are always up to date.
- Be responsible for the scheduling of BIC meetings and any associated administrative tasks.
- Assist when required in the setting up and preparation of BIC events
- Add new BIC events and training courses to the BIC website accurately
- Ensure BIC remains active in the social media space – regularly post content on BIC’s behalf.
- Chase up and track progress on all overdue invoices on a monthly basis and ensure statements are sent to members on a monthly basis
- All administration tasks involved with BIC’s Accreditation schemes
- Telephone and email support for when the Business Manager is not in the office
- Stationary maintenance for the office
- Be responsible for all annual subscriptions administrative tasks
- Assist the Business Manager with website content management as needed
- Manage the info@bic email
- Other ad-hoc administrative tasks and support as and when required

Minimum requirements (essential)
- General understanding of key aspects of the process of book commerce and distribution, preferably both physical and digital products
- Specific technical knowledge is not essential, but the candidate should be generally familiar the book industry supply chain including physical and digital publishing and some knowledge of the library sector would be desirable.
- Must be proficient in Word, Excel, Powerpoint and using social media on a professional basis.
- Must demonstrate a proven track record of adhering to deadlines.
- Must be reliable, trustworthy, and able to work unsupervised.
Must have excellent attention to detail at all times.
Excellent communication skills (both written and verbal) and a good listener.
Must be able to work under pressure, use initiative, and multi-task
Must have some experience of copywriting, marketing and website content management.

**Additional requirements (desirable)**
- A team player, who is comfortable working in a very small, not for profit organisation – self-starter, able to set and maintain own timetables, priorities, and objectives.
- Excellent interpersonal skills; as comfortable talking to senior managers and directors, as with technical people
- Effective time management skills; ability to work under pressure and to frequently very tight deadlines.

**Qualifications**

**Essential:**
- 2 A’ Levels or equivalent

**Desirable:**
- Degree or equivalent

**Experience**

**Essential:**
- Min 1 year experience in an admin/office environment held within a role in a sector of the book industry or library sector.

**Desirable:**
- Customer services, marketing and event planning, office management experience.

**Additional information**

BIC is a very small, not for profit organisation, operating on limited resources; the Business Manager will be heavily reliant on the Business Administrator so this is a role that requires flexibility and a willingness to take on general tasks as and when required.

This position is offered on a part time, permanent basis and the successful candidate would be expected to start no later than 22nd June 2015.