



## PA to Directors / Marketing Administrator (Media Company) March '10

ST16 Ltd ([www.st16.co.uk](http://www.st16.co.uk)) are a digital media agency specialising in film and video production. An international gold award winning company we are currently ranked in the UK top 100 corporate film production list. We need a great 1<sup>st</sup> point of contact for our clients visiting the office and calling on the phone to replace a successful long standing employee. This wide and varied role involves working closely with the rest of our small, friendly team at our beautiful countryside offices.

### The role involves:

- Answering the telephone in a bright, cheerful manner
- Greeting clients in a warm, friendly way and making them a cup of tea
- General admin tasks: Typing letters, filing, ensuring we don't run out of office supplies and that the office remains tidy
- Supporting Sales and Marketing Activity:
  - Sending emails to prospective clients
  - Following up marketing emails by phone: Training/Coaching will be provided as required
- Updating the company web-site: This is non-technical and we have a simple to use content management system on which you will receive straight-forward on the job training.
- Book keeping:
  - Issuing client invoices and logging supplier invoices: Common sense and basic maths is all that is required – On the job training on straight-forward 'Sage' accounting software will be provided.
  - Keeping on top of overdue invoices and chasing overdue invoices by phone (Again coaching will be provided to help you do this effectively)
- Looking after the two company directors: Arranging travel requirements and logging expenses
- Supporting the media production team:
  - Booking film crew, hotels and helping track production budgets
  - Transcribing interview footage
  - Uploading content and comments to video sharing sites like YouTube
  - Updating YouTube viewer tracking spreadsheets on video viral campaigns

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ST16 Ltd.  
Sugnall Business Centre  
Eccleshall  
Staffordshire  
ST21 6NF

Telephone:  
0800 587 5886  
Internet:  
[www.st16.co.uk](http://www.st16.co.uk)  
e-mail:  
[info@st16.co.uk](mailto:info@st16.co.uk)  
Facsimile:  
01785 859 105



### **The Opportunity:**

- To work in an exciting, steadily growing digital media agency where two days are rarely the same.
- To be a vital part of a successful small team.
- To develop and grow with the business.
- Receive a 'thank you' for a job well done
- You will be regularly coached and mentored by the Strategy and Operations Director but the ability to learn quickly and adapt quickly to new ways of working is naturally required.

### **Essential Skills:**

- Bags of enthusiasm
- Excellent organisational skills
- The ability to be pro-active and think for yourself
- Ability to problem solve
- Drive to succeed and develop
- You don't need to be a geek but a strong grasp of computers is essential including:
  - Microsoft Word, Excel skills
  - Ability to use email
  - Internet skills
- Communications skills and being comfortable talking to everybody; building relationships with clients and suppliers
- Willing to work on, and help out with, everything
- Ability to work in a focused manner for long periods, often alone.
- Ability to cope with and deliver to tough deadlines
- Ability to manage time effectively to assist more than one person on more than one project at a time.
- Ability to chase invoices in a firm but fair and professional manner
- Driving license and use of a car (Our offices are in the middle of the countryside and therefore are only realistically commutable by car)

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**ST16 are a multi-skilled team; experience and ability in one or more of the following disciplines would be an advantage:**

- Telemarketing/Cold calling skills
- Marketing or communications experience
- Sales experience
- Accounting experience
- Health and Safety/First Aid training
- Basic knowledge of film/video production processes
- Web skills: Basic development with Dreamweaver or similar

**Don't apply for this role if:**

- You think this is a job in broadcast TV programming. Our business is focused on producing corporate communications, cinema/TV commercials and digital media.
- You have previously applied for this role advertised as 'Admin/PA to Directors' in December 2009.

### **Hours**

This would be typically 37.5 hours/week, but must be flexible to the needs of the business.

### **Location:**

Sugnall near Stafford, West Midlands

### **Salary**

£12,000 to £16,000 per annum depending upon experience

### **Deadline for Applications**

Close of play on Monday 29<sup>th</sup> March 2010.

### **Contract Start**

April 2010

### **Duration**

This is an 11 month contract, subject to satisfactory completion of a 3 month probationary period. At the end of the 11 month period we would expect to offer a full-time position, providing that the individual has been performing satisfactorily.

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## To Apply for This Position

For an application form please download this from the ST16 Ltd web-site here.

[www.st16.co.uk/careers/careers.aspx](http://www.st16.co.uk/careers/careers.aspx)

Or please write to Jeremy Stinton at:

ST16 Ltd.

Sugnall Business Centre

Sugnall

Staffordshire

ST21 6NF

Or by email: [jeremy@st16.co.uk](mailto:jeremy@st16.co.uk)

**Application only through application form. Only successful applicants will be contacted. We are unable to accept any phone calls or personal visits regarding this position.**

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