

# Purple Monster Training

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## Administrative Assistant

### Job Description

#### Main Duties

The Administrative Assistant will be required to provide office based administrative support to the Purple Monster Training team including internet research, planning travel & hotels, dealing with digital diary appointments & our database, on MS Office. The role will also include generating mailings, filing, answering the telephone and maintaining other office systems. Communication with our associates and freelance network of actors, regular clients and venues will be part of the role, along with varied and interesting 'other duties' as required by the Line Manager.

### Required Skills and Experience:

#### Essential:

- 1 Excellent communication skills, both written and verbal - particularly on the telephone
- 2 Ability to respond appropriately to a wide range of enquiries
- 3 IT skills, particularly Microsoft Office, Excel, Word, mail merge, and databases
- 4 Ability to work on own initiative, and as part of a team
- 5 Ability to prioritise & manage multiple priorities

#### Desirable:

- 1 Experience in theatre and/or the arts
- 2 Experience in dealing with corporate clients
- 3 Confidence
- 4 Creative skills

### **Responsible to:**

Carol Tallis, Office Manager

### **Place of Work:**

Purple Monster Training offices in the Custard Factory, Digbeth, Birmingham

### **Hours of Work:**

Generally Monday to Friday between 9.00am and 5.00pm, 36.5 hours per week.

### **Salary:**

Between £12k and £16k

### **Probation:**

This post is subject to a six month probationary period.