

Part Time Administrative Assistant

Hiring:	Administrative Assistant	Start Date:	October 2023
Location:	Uttoxeter-based	Hours per Week:	7.5 hours (mornings)
Reports To:	Holly Hinton, owner of Web Goddess	Hourly Rate:	£11ph

Job Overview: Providing administrative support, this role includes a diverse range of administrative duties across all areas of the company. You will assist in diary and email management; client enquiries and social media management.

This is a rewarding and exciting long-term opportunity to work within a successful Web Design business based in the centre of Uttoxeter.

As a growing business, Web Goddess drives the success of a growing number of small and medium-size businesses, through web design and SEO services.

Reporting directly to the Owner and Operations Manager (who works remotely), you will have an eye for detail, a passion for all things tech, and share our obsession with quality and outstanding service. This a part-time position with opportunity for growth for the right individual.

This Position is for you if you:

- LOVE tech and the systems that come with it
- Get clear satisfaction seeing a process flow seamlessly
- Are outgoing, fun, and love a challenge
- Are great at figuring out how to make systems simple
- Can meet deadlines but also know how to be flexible
- Willing to take initiative and bring new ideas to the role
- Happy to take direction and turn your hand to new tech
- Passionate about excellent customer service and supporting small businesses

This Position is NOT for you if:

- Tech, systems, automation, and the like do not spark joy
- You do not take initiative or are not a self-starter
- You do not take the time to research or do your own due diligence
- Learning new systems is not important to you
- You are unable to commit to a minimum of 7.5 hours per week (1.5 hours per day) to this role

Software we use:

- Microsoft Word, Excel, Outlook & PowerPoint
- Capsule CRM
- Calendly
- Canva
- Zoom
- Mailerlite
- SE Ranking
- Wix
- WordPress (Divi theme)

Training will be given in software you do not currently use, but experience in similar systems is required.

Responsibilities and Duties:

- Diary management and planning to ensure consistent workflow
- Manage main email inbox and liaise with clients
- Telephone answering
- Manage Wix Marketplace responses and inbox
- Updating and maintaining our internal Capsule CRM
- Social media graphic creation and posting across LinkedIn, Facebook & Instagram
- General administrative duties as required

Requirements:

Must Have:

- "Can do, will learn, figure it out" attitude
- 3+ years of experience within an administrative role
- Intermediate knowledge of Microsoft 365
- Intermediate knowledge of social media platforms: LinkedIn, Instagram & Facebook
- Basic knowledge of email marketing
- Excellent English skills and an eye for detail
- Excellent customer service skills
- Regular availability to work Monday - Friday

Would be beneficial:

- Basic knowledge of website design & SEO
- Basic knowledge of Canva & graphic design principles

You can learn more about the company [here](#)

Ultimately, we are looking for someone who would like to join a small team that delivers excellent customer service and can provide the administrative support we need to grow. If this is you, we would love to hear from you.

Application Instructions:

If you meet the outlined criteria, please send a copy of your CV to design@webgoddess.co.uk

Questions can be directed to this email address or via telephone on 01889 725772.

Application deadline is **14 September 2022**

Please note: Applications via personal message or any other format WILL NOT be accepted.