

## Caine Prize Vacancy: Administrative Assistant

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<b>Job description:</b>	Administrative Assistant
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	£24,000 per annum (Pro-Rata, 3 days a week)
<b>Location:</b>	London, United Kingdom
<b>Closing Date:</b>	Wednesday 1 <sup>st</sup> March, 11:59pm GMT

The role offers an exciting opportunity for successful candidate to work with us in the delivery of our objective while obtaining an insight into the wider publishing landscape and achieving a sense of fulfilment in the administration of mission-led organisation.

### About us:

The Caine Prize aims to bring African writing to a wider audience through our annual literary award. In addition to administering the annual prize for African writing, we work to connect readers with African writers through a series of public events, as well as supporting emerging writers in Africa to enter the world of mainstream publishing through the annual workshop, which takes place in a different African country each year.

### Key Responsibilities:

- Organise and schedule appointments
- Develop and maintain filing system
- Organise meetings and take detailed minutes
- Act as the point of contact for internal and external queries
- Assist in the preparation and submission of regularly scheduled reports
- Update website and social media channels
- Write reports, letters, emails and correspondences
- Assist in project planning and execution
- Assist in the preparation of regularly scheduled reports
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to the team and senior management
- Manage submission of entries for the annual Caine Prize award

### Skills/ Qualifications:

- Proven experience in an administrative role.
- Knowledge of office management systems and procedures
- Confidence in the use of IT systems
- Proficiency in Ms Office,
- Strong communication skills with a high standard of written and verbal English

- Excellent organisational, time management skill and ability to effectively prioritise work
- Attention to detail and problem-solving skills
- Strong organizational skills with the ability to multi-task
- Excellent people and relationship building skills
- Ability to work in a fast-paced environment
- Commitment to delivering a high-quality service both individually and as a team.

**How to Apply:**

Application is by CV, along with a cover letter addressing how you meet the job description and why a job at the Caine Prize interests you.

Applicants must reside and have right to work in the UK

**Submit applications by email to: [info@caineprize.com](mailto:info@caineprize.com)**

*This Job Description reflects the current requirements of the role. It does not preclude change or development that might be required in the future.*