



Role Title: Team Administrative Officer

Pay: £28-32k per annum, depending upon experience. PIPs pension, bonus scheme, generous holiday allowance and private healthcare.

Contract: Fixed Term Contract (1 year)

Reports to: CEO and Finance & Accounts Manager

Direct reports: None

Location: Black Bull Yard, 24-28 Hatton Wall, London, EC1N8JH. This is a hybrid role with a minimum of 2 days in the office.

How to apply: Please email your CV and a cover letter outlining why you are a great fit for this role, to hello@ukie.org.uk by the 31st of January 2025.

About Ukie

Ukie is the trade association that represents and supports the UK's thriving video game and interactive entertainment industry. Our small team supports a membership of nearly 700 leading businesses, helping them to create some of the world's most exciting games.

We are seeking a proactive, motivated and organised individual to join the team to provide administrative support as part of maternity leave cover. This is a role which can grow with you as you gain more experience.

About you

Ideally, you will bring:

- Advanced skills in Microsoft Office.
- Able to manage competing time-sensitive priorities and tasks.
- Demonstrates dependability and high attention to detail along with the ability to multi-task.
- Comfortable working with people at all organisational levels, internally and externally.
- Friendly, polite, and approachable with a "can do" attitude.

Your role will involve:

Team Support

- Assisting with calendar management for the CEO.
- Minute taking during meetings.
- Booking travel, appointment venues and accommodation for the team.
- Support on special projects, conduct basic research, and assist with ad hoc tasks as required.

Office Support

- 2 days a week at reception to welcome guests.
- Assisting with answering the phone and responding to general enquiries.
- Supporting office events coordination.

Hours of Work:

- Monday to Friday – 9.00am to 5.30pm
- Expectation that some evening and weekend work may be required to attend events as the business requires

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.