

JOB DESCRIPTION

Job Title: **Temporary Biblio Backfilling Assistant**

Department: **Business Affairs**

Reports to: **Suzanne King, Business Affairs Manager**

Length of Temporary Contract: **6 months (to be reviewed nearer the time)**

Salary: **£17,000 pro rata**

Leading independent children's publisher offers this key temporary position in the busy Business Affairs department.

Key functions include:

- Use of the Biblio system to backfill/input contractual information from both head contracts and subsidiary rights agreements.
- Maintaining contract files and other day-to-day records
- Scanning and uploading contractual documents
- Providing key administrative support to the Business Affairs Director and general administrative support to the rest of the Business Affairs team where necessary.

It would be an advantage (but not essential) for applicants to have some experience in contracts or a related field. The role will appeal to someone who has excellent administrative and communication skills, a good eye for detail, likes to work within a small team and is highly computer literate – Word, Excel, Biblio and VISTA (in-house training provided).