

Overview

Recruiter: Hawk Wargames Ltd

Position: Administrator

Terms: Full Time/Part Time

Position Type: Permanent

Salary: £12-£18k pro rata (depending on experience and skill)

Working Arrangements: Full time (preferred 8:00-17:00), or Part Time. Flexible hours also available.

Holiday: 20 days per year + bank holidays + Christmas Break

Education: Educated to at least A level or equivalent (preferred)

Location: Central Croydon, Greater London (5-10 mins walk from East and West Croydon Stations)

Date posted: 10th October 2014

Applications to be received by: 22nd October 2014

Start date: As soon as possible

About the Company

Hawk Wargames Ltd was founded in 2012 by David Lewis. Louis Downs then joined as a partner later in the same year, before the launch of their first game, Dropzone Commander. The company has a growing product range, along with plans for future games, and is active in markets across the World, particularly USA, UK, Australia and mainland Europe, with an expanding customer base around the World. Over the coming years we hope to grow our team, both through the increase in products, and in our approach to sales, customer service and player engagement.

Hawk Wargames is dedicated to improving company processes and increasing and broadening the skills of our team. This opportunity could be perfect for someone looking for a new challenge in a full time role, or someone looking for flexible hours of work, or a solid part time position. Pay will be determined by the experience and skills that the applicant can bring to the business.

The Position

A flexible and highly motivated administrator is sought to join our growing team and support the exciting growth of this company. As Hawk Wargames is a small company, the range of duties is potentially quite varied, providing an excellent opportunity to learn about the game development and publishing sector, along with being involved in day to day activities of the business. The administrator would work with the Production and Sales Managers, but will mainly provide general administrative support in the office including:

- Handling incoming and outgoing emails and mail, including some customer service tasks;
- Financial administration tasks, including generating and tracking invoices, and recording expenses;
- Providing PA support to company Partners, including purchasing and organising meetings;
- Answering the phone;
- Ordering and maintaining stationery and office supplies;
- Other office based activities;

In addition to the general office duties, this role MAY also involve other tasks (where these suit the selected candidate's skills) including:

- Attending trade shows, both in the UK and Internationally
- Proof reading and game testing
- Data input for our Content Management System
- Social Media Management
- Writing articles

Essential Skills

The role requires good IT and communication skills. The ideal candidate would be educated to A-level or equivalent, with a good background experience in this position.

- IT skills
 - Experienced user of standard MS Office tools (Word & Excel)
 - Good experience & skill in email communication
- Written and verbal communication skills
 - Strong spelling and grammatical ability
 - Ability to write formally and informally as appropriate
- Organisation
 - Good at organising information (paper form or electronic)
 - Good time management and used to managing calendars

We are looking for a candidate who:

- Has keen attention to detail,
- Has a can-do approach and willingness to learn
- Is open, flexible and adaptable
- Can problem solve and takes initiative
- Is committed and enthusiastic
- Has an approachable manner

Beneficial Experience/Skills

- Previous experience as an Administrator/PA or similar role
- Knowledge of Wargames and/or the broader Games sector
- Clean UK Driving License
- Foreign Languages

Important information

As the role has an immediate start, we will process applications as soon as they are received. We will aim to interview candidates commencing from the week after the closing date of the applications.

Please submit: your CV covering employment history and relevant experience of no more than two pages, along with a covering letter to: jobs@hawkwargames.com
The closing date for entries will be Wednesday 22nd October 2014.

In your covering letter, please explain whether you are looking for a full time or part time position, when you would be able to start, why you think you would be suitable for this job with Hawk Wargames, and why you want to work for us. Please also make sure to add all your skills and hobbies; we are a small company and aim to have a team of interesting people, where people can enjoy using their broader skills.

Although we expect a high number of applications, we will endeavour to respond to every single relevant application that contains a CV and covering letter.

No Agencies need apply.