

Job Description

Job Title:	Administrative Assistant	Location:	Home based with the requirement to attend meetings and events.
Reporting to:	Business & Events Manager		
Hours:	Part-time, 12 hours per week initially with potential to increase. Flexible working to a regular mutually agreed weekly pattern.		
Remuneration:	£11 per hour		

Purpose of the Job:

- This position is to support the Business Manager, CEO & Board Members with the administration and management of the association.
- To learn about all aspects of the association and become a knowledgeable part of the team.
- To update and maintain the company CRM database system.
- To update and maintain the company SAGE Accounts system.
- To support the marketing of the Association to existing and new prospect members.

Main Duties and Responsibilities:

- Maintain the membership records in the company CRM system.
- In conjunction with a bookkeeper, administer and manage the ACA basic accounts using SAGE.
- Design and manage marketing mailshots to existing members and new prospects.
- Basic administration and updates to association WordPress website.
- Coordinate PR material with the ACA PR company.
- Attend virtual working group meetings to take and write up the meeting minutes.
- Support the Business & Events Manager as required with the production of The ACA's events, exhibitions, visits and training days.
- Attend association events to support setup, coordination and pack up.
- Answering and managing the association telephone calls (remotely) at the request of the Business & Events Manager.

Skills and Attributes:

- Good written and communication skills
- Excellent IT skills with a knowledge of Microsoft Word, XL, PowerPoint. Database, WordPress and SAGE experience would be an advantage but not a requirement.
- Able to prioritise work
- Display a flexible attitude
- Precise and accurate data entry, with an attention to detail
- A motivated and focused approach to work
- An interest in aviation will be a benefit but not a requirement.

About the ACA:

The Air Charter Association, founded in 1949, is the leading worldwide trade association for companies and individuals engaged in aircraft charter.

Our members maintain the highest standards of conduct and professionalism in the aviation market. We support our members with expert guidance on compliance and best practice, offer bespoke training and unrivalled business networking events, and work closely with aviation regulators and government bodies on key industry issues.

What we provide:

- Joining a small but motivated & dedicated team running a fast-growing global association
- Flexible working
- Collaborative home working using Microsoft Teams
- Training and aviation industry experience