



## **Job Title: Multimedia Assistant**

**20– 30 hours per week depending on skills/ availability.**

Salary Negotiable depending on experience

### Job Summary:

Little Crafters Boxes Ltd are a dynamic, growing education company, and provider of STEM craft project kits, and online education resources. Little Crafters Boxes Ltd is based just outside of Ruskington village, and supports customers across the UK.

We are looking for a talented and organised Multimedia Administrative Assistant to join our team. As a Multimedia Administrative Assistant, you will be responsible for providing administrative support to our team, including creating publishing documents, preparing written instructions for our projects and “how to” videos, and editing projects in design software. You will also support in creating and editing videos, graphics, and other multimedia content for our marketing and communication materials.

This is an office based position at our Lincolnshire (Ruskington) based workshop (working predominantly in the office)

### Essential Duties and Responsibilities:

- Provide administrative support to the education and workshop teams
- Create and edit videos, graphics, and other multimedia content for marketing and communication materials
- Work with the team to develop instructions and videos for our products
- Maintain and organise company documents
- Help to prepare digital files for manufacture.
- Provide other administrative support as needed



#### Required Qualifications:

- GCSE's grades A-C or equivalent including English and Maths
- Experience in an administrative role with strong IT skills
- Strong organisation and time management skills
- Excellent communication and interpersonal skills
- Proficiency in Google Suite and cloud based software
- Basic video editing and graphics manipulation skills

#### Preferred Qualifications:

- Experience with simple video editing software
- Experience with graphics manipulation software such as Canva
- Experience with social media platforms and content types (e.g. Reels)
- An interest in crafts and hands on learning.

#### Working Conditions:

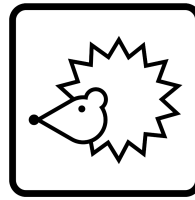
- Office based role 20-30 hours per week depending on availability and skills
- Use of the latest technology to work with
- An opportunity to gain experience with a forward thinking, innovative company
- 28 days pro rata holiday entitlement.

If you are a talented and organised individual with strong administrative skills and a passion for working with editing and graphics manipulation, we encourage you to apply!

#### **Additional Information:**

As a Multimedia Administrative Assistant, you will be a key member of our team and will play a vital role in our success. You will have the opportunity to work on a variety of projects and to learn from a team of talented professionals.

Little Crafters Boxes Ltd are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status or disability status.



**Little  
Crafters  
Boxes**