

Job Description

UCVO Trading Ltd (Am Pàipear)

Production Assistant

£8,900 pa for average 20 hours per week

Based from the offices of Am Pàipear at 41 Airport Road, Balivanich, the production assistant will be responsible to the Editor of Am Pàipear, or other persons appointed from time to time in their absence, to fulfil the following duties:

- Help with the layout of Am Pàipear and pre-press production.
- Update and maintain databases.
- Liaison with subscribers and advertisers.
- Sales and invoicing as required.
- Filing and record keeping.
- General telephone and other enquiries.
- Other general administrative tasks and duties which may vary from time to time.
- Proofreading as required.
- Marketing support.
- Maintaining a clean and tidy environment.

The average working week will be 20 hours per week, Monday to Friday. As this is a part-time post with flexible hours when necessary, it is expected that a full commitment is given to fulfilling the identified hours taking priority over all other commitments of outside work / employment.