

We are Valiant.

Valiant is an established brand and digital agency looking for amazing people to join our brilliant team.

We know that creativity - in branding, websites and marketing - makes a transformational difference to our clients, and that's what drives us. We have an incredibly diverse client base and many exciting projects on the go and want to keep on growing.

If you are brilliant at admin and ready to learn more about the world of creativity and marketing, we need you!

You may be a graduate who's ready to explore opportunities, or maybe you gave uni a miss, or maybe you want to return to the workplace after some time out - anything goes so long as you've worked in an admin role for at least 1 year. Most of all you'll bring the right attitude and values.

Job Title: Project Administrator

Reporting to: Client Services Director

Working with: Senior Project Manager / Account Management Team

Overall purpose of the job:

A project administrator role provides critical project based support to the Senior Project Manager and account management team in everything they do to delight our clients. The team make sure each branding, website or marketing project is delivered brilliantly and accurately. To do this they need your support in the day to day delivery. In this role you will learn how to manage the processes that help our projects run smoothly – the smoother a project the happier our clients are, and so are we.

Main duties:

- Administration support to the account and project management team.
- Assisting in the preparation of quotations and proposals.
- Liaising with suppliers for quotes and timelines, production and sample updates.
- Learn our online project management tool and update the project admin as needed.
- Website content upload for client sites + Valiant site.
- Website testing during new project builds.



- Liaising with publications to book advertising and editorial.
- Getting involved with ideas sessions.
- Supporting social media planning + scheduling.
- Any other admin or ad hoc duties as needed by the team.
- Responding to clients on the phone and by email if needed.
- Online research for clients.
- Support with preparation for presentations.

Key skills and attributes:

- You will have a minimum of 12 months experience in an office or agency where you've learned administrative skills or you're a savvy graduate looking for their first opportunity.
- A level of understanding or keen interest in marketing.
- Attention to detail with a methodical approach - we love accuracy over speed!
- Good communication skills, both verbally and in writing - you will not be scared of picking up the phone to a supplier or having a discussion with one of the team.
- You will love being part of a team and supporting those around you.
- Good administrative skills with experience of planning, prioritising and managing your time.
- A positive can-do attitude to show our clients, and each other, how much we care.
- Able to use initiative – demonstrate a common-sense approach to everything.
- A strong ambition to learn our processes in depth and with accuracy.
- Proficiency in relevant applications including: Microsoft office suite and experience or desire to learn WordPress CMS for updates only (not coding or development), Mailchimp, Hootsuite, social media platforms and ideally having used a Mac or happy to adapt to Mac.
- You'll be keen to support our drive and focus on sustainability as we live and breathe our B-Corp accreditation.

This is a great opportunity for someone who may not have considered the creative sector as a career – you don't need to be creative to do this. You may want a role which is more interesting than many large admin/office opportunities. This could be the role for you if you want to learn and develop as part of a dynamic branding and marketing agency. The Valiant team is full of energy, ambition and fun. We are constantly improving, learning and doing everything we can to get clients to love us, so we can build long term, effective and mutually rewarding relationships with them. We believe in building a creative, fulfilling place to work and rewarding everyone who help us realise our goals.

Salary: Up to £24,000.00 per year



Benefits: We believe in looking after our people. As well as your pension, generous sick leave and holiday, we provide a comprehensive private health care package after probation. This gives other benefits including discounted gym membership and trainers, savings on spa visits, or hotels, free cinema tickets and coffees – as well as others.

It's fair to say we love a social and have done weekends away, meals out, days at the races and luxury rail travel to Christmas markets.

We also have monthly healthy lunches catering for all tastes and a weekly office fruit delivery,

It is Valiant's policy to treat all job applicants and employees fairly and equally, regardless of sex, pregnancy, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age, race, colour, nationality, national or ethnic origins or disability. The organisation will monitor the composition of the workforce to ensure that this policy is effective.