



Company: BAM Agency Ltd
Position: Staffing Assistant
Contract: Fixed Contract 3 months
Start Date: Immediately
Salary: £24,000 Pro Rata
Additional Benefits: Holiday, Team Bonus, Flexible 20-25hrs a week

About BAM

BAM is the UK's most experienced student marketing agency, connecting brands with the student market since 1998. We provide creative student marketing consultancy, delivering everything from strategy formulation, media planning and campaign management.

Bound by a dynamic and passionate team, BAM is a niche, values-driven agency. We were not only ranked 4th in the 'Great Place To Work' programme 2014 within the small business category but also won the '2014 Best Place to Work' award in the Gloucestershire business awards and are finalists for this years awards.

About the role

This is a fantastic role that provides you with the opportunity to assist on exciting new projects whilst being part of a leading Student Marketing Agency. As a Staffing Assistant you will be responsible for assisting the Staffing Manager in logistics, planning, recruitment, administration, monitoring staff and training.

Your day to day responsibilities include helping to assist in:

- Growing the visibility and presence of BAM's staffing service as a stand alone service to business
- Growing the visibility and presence of BAM's staffing opportunities to potential promotional staff in order to grow our pool of staff
- Liaising with Account Managers to understand the pipeline of staffing requirements and ensure that campaigns with staffing requirements are serviced effectively
- Mentoring and training of promotional staff both through formal training and 'on the job' coaching where appropriate
- Writing job descriptions; job adverts, screening applications and interviewing applicants when required
- Liaising with our developer to continually improve and develop our in-house systems for managing our database of promotional staff and logging their activity.
- Liaising with the finance team to ensure payroll of promotional staff is managed effectively

Requirements

We are looking for candidates who are driven and creative who will help develop this new area of BAM's business in to a market leading service. Specifically we are seeking a:

- Target driven individual who is focussed on success
- Problem solver who is able to overcome challenges with positivity
- Team player who is prepared to roll up their sleeves when appropriate

How to apply

Please send your C.V and a Cover Letter outlining why you think you would be right for the role to hello@bamuk.com with the reference "Staffing Assistant 054".