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Employer: Forum Cinema Hexham Ltd

Vacancy: Admin Assistant - Office

Hours: 12 Hours Per Week

Salary: £12.21 per

Number of vacancies: 1

Working pattern: 3 shifts per week working 4 hours per shift in the office and times can be decided with the successful candidate

Lights ... Camera ... Action!! Come and be a part of our friendly team in this quirky but lovely independent cinema based right in the centre of Hexham.

Things you will be doing

- Provide excellent customer service to all customers into the cinema
- Get the office filing up to date and maintain it
- General office admin work
- Basic inputting data / information onto company systems
- Help create / enhance our cinema's social media presence, including Facebook, TikTok etc.
- Weekly marketing tasks – such as organising posters and fliers around the building
- Support the office team and managers with upcoming events via tasks and activities
- Organising and preparing reports
- File paperwork in a specific order of by name, date or reference number order

However, if the successful candidate would prefer more financial admin tasks, we can accommodate that and if they prefer marketing or event management, we can accommodate that too.

Additional Information

Don't worry if this sounds a lot or some of these things you haven't yet done before ... that's alright because, you will get full training and just need to know you have a foundation and willingness to built on.

Lastly – We offer an additional benefit with this job – once appointed you are entitled to watch any film (where we have an available seat) on a day when you are not working.



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Essential skills, experience and qualifications

What do we expect to see from you?

This is a starting role, so we don't need qualifications or experience... but there are a few key behaviours and skills we want to see from our candidates; and these are ones that if you possess and can demonstrate; you will make this opportunity a real success!

- A commitment to own learning and development and ready to complete the training on offer
- Ability to work well as part of a small team
- Ability to demonstrate customer care and to be polite and courteous
- Able to follow instructions and health and safety guidelines
- Good communication skills
- Punctuality and reliability are absolutely essential.
- Reliability and excellent timekeeping are essential requirements of this job
- Can Count, Add, and Subtract



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