Admin & operations assistant, APL Media

APL Media Limited is seeking an admin and operations assistant to join its friendly Kentish Townbased office, working across diverse print, digital and events projects to maintain the smooth functioning of the company and its products.

This is an ideal role for a highly organised, tech-savvy and deadline-oriented individual who can offer creative and practical solutions in response to the varied needs of a busy content agency and is looking for a small- to medium-sized company in which to grow their skillset.

APL Media publishes a range of travel and lifestyle titles for consumer and trade publications. One of its flagship titles is *National Geographic Traveller* (UK), which has various offshoots including *Food by National Geographic Traveller* and *The Collection* series. It also has a busy events programme including National Geographic Traveller Food Festival and the Travel Media Awards.

The role

looking for an admin and operations assistant to take

why you would be great for this role.

About us

APL Media Limited is a fast-growing, medium-sized company (with almost 100 people) based in the consumer and trade industries, and have built a friendly, loyal and experienced team.