May 2015

We are looking for a part time Office Administrator and Database Manager.

Do you have an interest in HIV? Are you interested in improving doctor and patient understanding of HIV treatment options and in better access to treatment ?

HIV i-Base is an activist organisation that reports on the latest treatment research for HIV and related medical conditions. We publish copyright-free technical and non-technical resources in print and online. We also provide an information advocacy service and work with other community organisations outside the UK to improve understanding of, and access to, HIV treatment.

HIV i-Base is looking for a part time Office Administrator and Database Manager.

The combined post, working two or three days per week, is based at our office in central London (near Waterloo and London Bridge), and includes the following responsibilities;

General office administration. Including monitoring and ordering supplies – managing incoming and outgoing mail - dealing with office supply contracts - managing office maintenance – keeping staff records such as holiday and illness logs – managing petty cash expenditure and record keeping in conjunction with the accounts department – checking and approving office supply invoices - answering the phone and dealing with enquiries from service users as well as suppliers – maintaining our IT and Web registrations and renewals – tracking our subscriptions and ensuring they do not lapse – some proof reading and copy typing – maintaining our library and archive.

Database management. HIV i-Base uses Filemaker Pro to maintain subscription and other information. The post includes processing orders for publications – printing labels and packing shipments – managing our shipping - liaison with our printer and mail fulfilment organisation – maintaining distribution information and producing reports from it - producing statistical information for our management and funders.

We believe that Filemaker Pro could do more for us but don't know how to do it, if the candidate had experience with Filmaker that would be a great bonus.

Experience with Word and Excel are essential. Some experience of Filemaker, and InDesign would also be useful as would experience with basic website maintenance.

An excellent command of English is essential. The successful candidate will have good language skills, be able to plan their own work but be flexible when required and be able to work on their own as well as with a diverse community of activists.

This is a part time post working two or three days per week. The salary is in the region of £18K to £21K, pro rata, depending on experience

If you are interested please contact jobs@i-Base.org.uk with a covering letter and CV.