



Professional Assistant / Office Administrator

Job Description

WHAT IT'S ALL ABOUT

Your role is to organise and co-ordinate the office including documentation, procedures and resources and to support the 3 directors of A Man About A Dog to a high level. You are a go-getter! You juggle these key areas effortlessly:

- You have an amazing eye for detail, specially with copywriting, word documents and excel spreadsheets.
- You are a can-do person, even faced with a task you have never done before you are willing to research it and find the most efficient way to complete it.
- You love to fix problems, rather than carrying on doing something the same way, you would rather find a better and more efficient. Installing effective systems from scratch is appealing.
- You are brilliant at liaison between the team (staff, sub-contractors and suppliers) and the Directors.
- You are excellent at customer service
- You are able to effortlessly co-ordinate the Directors' diaries, as well as all staff travel & accommodation.
- You love being super-organised and pro-active. Being neat and tidy is your thing!

And... you get that this is a fast growing business and you work closely with our Directors to assist wherever and whenever you can. You deftly manage this complex and demanding workload and you can work under sustained pressure and tight deadlines. You are flexible and expect for no day to be the same.

HOW THAT BREAKS DOWN

Team

- Develop and nurture close working relationships with everyone in the team. Liaising between staff, sub-contractors, suppliers and the Directors (including gathering info from staff, such as post show and ticketing reports).
- Assign, monitor and support the delivery of administrative tasks among the office staff.
- Support the Directors and the team with HR duties and records, installing systems, creating templates (including induction and orientation of new team members).
- Daily ticket counts and analysis for all our shows.
- Guestlist management.
- info@lwe.events email management.

Customers / Clients

- Sorting, handling and redirecting emails.
- Responding (or drafting responses) to emails.
- Make clients feel welcome when they arrive in the office for meetings.
- Sometimes assist during meetings, maybe taking notes or organising lunch.

Diaries, Travel & Accommodation

- Booking travel and accommodation for the Directors, staff and artists
- Management of Directors' diaries, making and prioritising appointments, arranging meetings.
- Management of shared company calendars (including co-ordinating team schedules).
- Fitting in meetings with multiple staff and companies without too much hassle.

Office Management

- Creation, organisation and maintenance of office systems including, but not limited to, record keeping, agendas, minutes, action plans, digital filing and office supplies.
- Provide a high level of accuracy, proof-reading, and timely delivery throughout all administrative duties.
- Support Directors & team with task management and management of deadlines for general duties and for specific projects (ie chasing people up)

Show Specific Aspects of the Role

As we are an events company you will be needed to help on site. Both of the below roles will be as and when LWE has shows on where we are required to fulfil these areas for the event. Both these roles are just an extension of the skills you will have from the above job description. All you need is to be willing, confident, diligent, neat and excited by the buzz of being the glue that holds an event together.

- Show Office Management
- Artist Advance (& possibly artist liaison, although this isn't definite)

And the Other Stuff

- Contribute to our continuous improvement process.
- Be flexible and an all-round key player who supports our Directors and the team in ensuring the success of AMAAD Ltd and the team.
- Examples of other possible duties: producing reports, writing and pulling together information and pictures for presentations, dealing with expense claims, research projects, copy writing

Person Specification

Experience, Qualifications, Skills & Qualities Required

- Experience of electronic diary management (currently in a simple iCal format)
- High level of literacy and numeracy
- Excellent IT skills including Word & Excel
- Organisation, planning and time management skills
- Superb written and spoken communication skills
- Neat, accurate with a high attention to detail
- Tactful, diplomatic and discrete dealing with confidential information
- Able to work on own initiative
- Calm, professional and confident
- A positive, all round enthusiastic and flexible team player with a 'can-do' attitude
- A keen interest in music
- Already living in commutable location (the office is currently in Shoreditch but will always be somewhere in London)

Salary - £21,500 pa

Start Date – ASAP

Application Deadline – Mon 30th of April

Applicants are advised to apply early; we may close a vacancy prior to the closing date if a high number of applications are received.

To apply please send your CV and cover note to ada@amaad.co.uk