

Job Title: Studio Administrative Assistant
Location: Manchester
Department: Business Support

Job Purpose:

To provide efficient and effective administrative support to the Manchester studio and northern teams.

Key responsibilities and accountabilities:

- Be first point of contact, operate the reception desk and meeting rooms booking and management (refreshments)
- Maintain accurate and up to date client contact database
- Document Control - assist with document control process, record keeping, audits
- Proof read and checking of presentation documents to maintain quality control.
- Deliver internal training for document control to the team
- Be the fire warden and first aider for the office, carry out health and safety checks, security procedures, manage PPE
- Assist with studio annual leave bookings
- Upkeep of the office, making sure it looks presentable at all times. Working with the studio to keep the library up to date and tidy
- Track stock and order office supplies, stationary, printing and kitchen supplies
- Assist with organising and booking travel / accommodation
- Provide assistance as required with the administration for supporting departments, e.g., IT
- Manage attendance for internal comms training and assist to produce internal communications
- Organise teams birthday, celebrations in the office, yearly holiday events

Skills & experience

- Highly proficient in Microsoft office skills including preparation of minutes
- A pro-active and flexible approach to working
- High levels of initiative and motivation
- Excellent communication skills both oral and written
- Team player
- Confident working with and speaking to people at all levels
- Ability to build strong professional relationships both internally and externally
- Highly organised with excellent attention to detail