

DAVID COLLINS STUDIO

JOB TITLE	Office Coordinator
REPORTS TO	HR Manager
FOCUS OF ROLE	To ensure the smooth running of the Studio

DAY TO DAY RESPONSIBILITIES

OFFICE AND FACILITIES

- Ensure that the Studio is kept in pristine condition at all times
- Manage software licences
- Maintain the H&S policy and procedures of the Studio including the weekly testing of fire alarm
- Responsible for office equipment and where appropriate the relevant loan procedures for example mobile phones, iPads and cameras etc.
- Manage seating arrangements, hot desking and office moves as required
- Co-ordinate and maintain the archiving system and storage facilities
- Maintain the Disaster Recovery Procedure in liaison with the HR Manager
- Maintain the Office Manuals in liaison with the HR Manager

FRONT OF HOUSE

- To work alongside the FOH coordinator and provide reception cover as required including lunchtimes, annual leave and sickness
- Provide overflow reception cover for incoming phone calls
- Assist with the setting up and clearing of meeting rooms, including IT, refreshments and catering

EXPERIENCE, SKILLS AND QUALIFICATIONS

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| ESSENTIAL | <ul style="list-style-type: none">• Excellent written and verbal communication• Proven experience in a similar role within a creative environment• High Degree of IT literacy• Listening and interpreting instructions correctly• Interpersonal: building strong effective working relationships, both internal and external• MS Word• MS Excel |
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WHAT THIS PERSON NEEDS TO KNOW

- Office Management procedures and best practice
- Awareness and understanding of David Collins Studio brand and clients
- Familiarity with design and creative industries

ATTRIBUTES NEEDED TO BE A GOOD FIT FOR THE ROLE

- Problem solver with a Can-Do attitude
- Enthusiasm
- Highly organised and efficient

- Technically literate
- Attention to detail
- Financially astute
- Team player
- Happy to “roll your sleeves up”