
AIRLIFT

Administration Assistant



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Job Title

Administration Assistant

Role

Administration Assistants exhibit and demonstrate a wide range of organization skills and provide extensive professional knowledge specifically within the client service industry. They exude an organizational mentality and communicate clearly, consistently, and respectfully to both team members and most importantly to our clients. They also demonstrate a passion for improvement and organizational energy of the studio and to team effort by accomplishing related results as needed.

Responsibilities

- Maintain, organize and execute a list of past, present, and future invoices.
- Be the point of contact with procurement teams with our clients and partners to establish clear billing cycles and hold clients/partners accountable for outstanding invoices.
- Assist in generating financial status from a range of software applications which include Google Sheets, Microsoft Excel, and Quickbooks.
- Work closely with Creative Directors, Project Managers, and/or Partners to maintain billing expectations established in contract agreements.
- Collaborate with team leads on active projects to modify billing cycles on potential changes in project scope, deliverables, and team resources.
- Be extremely organized to handle multiple projects and tasks at any given time.
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Organize travel arrangements for partners and senior staff.
- Develop and maintain a filing system for documents both soft and hard copies.



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- Greet, assist, and provide support to visitors to the office.
- Receive, sort and distribute the receivables.
- Write letters and emails on behalf of other office staff.
- Answer and direct phone calls when needed.
- Handle sensitive information in a confidential manner.
- Develop and update administrative systems to make them more efficient.
- Coordinate, educate, and maintain office procedures.
- Work collaboratively and communicate openly with designers, writers, strategists, developers, animators and additional partners.
- Exude a high calibre of professionalism, respect, and understanding across all team members, partners, and clients.
- Work with clarity and confidence.
- Strive for the best in yourself and your team.
- Give and take feedback gracefully.

Studio Culture

- Contribute to the future of Airlift, as a team, a studio, and as a company.
- Help execute and reinforce establishing company goals set by Partners.
- Foster a positive creative energy and pride within the studio.
- Bring an encouraging attitude to the team and client relationships.

Requirements

- 1-2 Years of experience within the client services industry.
- Liberal Arts Degree preferred.
- Excellent writing and communication skills.
- Familiar with Microsoft Excel, Google Sheets, and Quickbooks Software.
- Detail oriented mindset.
- Highly collaborative and can operate independently as needed.