

Job Title: Studio Assistant
Company: Glock Ltd
Location: London Fields, East London
Salary: £20 - £24k depending on experience

An opportunity has become available to join an energetic and successful creative design agency, based in East London, as a Studio Assistant. We have grown from strength to strength, with an incredible roster of global clients, housing some of the world's best-known brands.

Seeking a pro-active, forward-thinking, organised and personable Studio Assistant to provide support to the full team, inclusive of Production and Senior Management, as well as covering basic office administration.

The Job:

This role is seen as a developmental one as it offers the candidate the opportunity to work their way up and take on more responsibility, especially within Studio and Production Management. So we encourage ambitious candidates to apply as it is a fast paced environment and we need you to be hands-on!

Previous experience is required, but we will consider candidates with as little as one-two years experience and we will specifically be looking for candidates that demonstrate exceptional organisational ability, a positive team attitude, and a commitment to ensuring excellence at all times.

The Responsibilities:

- Manage the studio's appearance and upkeep; ordering studio sundries and stationary
- Assisting the Creative director/CEO with PA duties
- Be the main contact for all internal/external IT/technical issues in the office
- Manage all in-coming /out-going phone calls in a professional manner
- Monitor petty cash and credit card purchase, filing receipts and logging cost's into internal systems.
- Manage all outgoing deliveries, both UK and international keeping with tight deadlines.
- The ability to organise and plan studio and client events.
- Assist the Production Department in the sourcing and supplying of items for various projects
- Monitor freelancer and employee timesheet
- Handle and file NDA's from suppliers and freelancers

The Requirements:

- 1-2 years' experience in a creative industry
- Experience in a PA position desirable, but not essential.
- Strong organizational skills, with ability to prioritise workload and meet daily deadlines.
- Positive pro-active mentality
- Ability to pre-empt, identify and respond to problems in a timely and professional manner
- Experience in first aid and health and safety procedures
- IT skills: Office suite, Adobe creative suite, MAC/PC