

GLOCK

www.glock-uk.com

Agency: GLOCK

Job Title: Studio Assistant

Location: East London

Salary: Depending on experience

An exciting opportunity to join an energetic and successful creative design agency, based in East London, as our 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. We encourage ambitious candidates to apply as it is a fast paced environment and we need you to be hands-on!

The Responsibilities:

- Manage the studio's appearance and upkeep
- 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
- Take responsibility for all deliveries in/out of the studio
- Organise client-meeting requirements (e.g. mock-ups, boards, refreshments, booking locations, appearance of the in-house meeting room etc.)
- Assist in the management of the holiday and appointment system for the studio
- Assist with the management of job posts for recruitment
- Dealing with direct request from the Creative Director
- Planning client and employee events
- Assist the Production Department in the sourcing and supplying of items for various client projects
- Assist the Production Department when additional support with external suppliers and quotes is required

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The Requirements:

- 1-2 years experience in a creative industry
- Strong organisational skills
- Positive pro-active mentality
- Interested in achieving efficiencies
- Ability to pre-empt, identify and respond to problems in a timely manner
- An ability to priorities workload and meet multiple daily deadlines
- Interested in expanding knowledge of tools to aid the above
- Have an understanding of production processes and suppliers management
- Understanding of Health and Safety in the workplace
- Be accountable
- Be engaged
- Enthusiasm
- IT skills: Office, MACs, Adobe

The Agency:

Our studio is a busy, dynamic environment. We believe in complete brand experiences and produce unique, bespoke solutions with an immediate, contemporary and positive impact.

Diversity inspires us and we bring a contemporary yet playful approach to all our projects within the wide-ranging client group. Our process is led by design and function as the ideas we create often become reality.

Please visit our website and contact us if you feel your work would complement our portfolio.

Contact details:

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E : work@glock-uk.com

W: www.glock-uk.com

Please only respond if you are a candidate.
We do not accept responses from recruitment agencies.