

## Job Description – Junior Office Assistant

- Maintain inventory of office supplies and oversee re-ordering processes. Order office supplies and research new deals and suppliers.
- Ensure a clean and tidy office environment.
- Provide ad hoc administrative support as needed to staff, including to those based throughout UK.
- Manage outgoing and incoming post.
- Manage social calendar including celebration of staff birthdays and other special occasions.
- Handle administrative requests and queries from senior managers.
- Organizing and scheduling appointments in Outlook.
- Answer and direct phone calls.
- Develop and maintain a filing system.
- Update and maintain office policies and procedures.
- Maintain contact lists.
- Research and book travel arrangements.
- Submit and reconcile expense reports.
- Meet and greet visitors
- Act as the point of contact for internal and external clients
- Support with the booking in/out of equipment.
- Support with the on and off boarding process for new starters and leavers.



The employee may be required to undertake such other tasks and duties as directed by the line manager that are consistent with the nature of the job described above.

This role would be suited to someone looking to apply their experience to date in a busy TV Production office.

## Person specification: Essential Qualifications, Knowledge & Experience and Skills – Junior Office Assistant

- Previous experience working in a busy office environment.
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and copiers
- Proficiency in MS Office (MS Excel, word and Outlook, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organisational skills with the ability to multi-task