

Do you want to work at HarrimanSteel ([www.harrimansteel.co.uk](http://www.harrimansteel.co.uk))?

We are currently looking for a motivated and bright 'Studio Assistant' to join our team.

The role is administrative and organizational to support the entire team. Experience of a creative environment, design studio or production environment is a distinct advantage, but not necessary. The role is varied and needs someone who is both adaptable and able work on your own initiative.

## General Skills

- \_A well-organised approach
- \_Flexible in day-to-day tasks
- \_Personable, sociable and enjoy working as a team
- \_Competent at numeracy and literacy
- \_Can do attitude
- \_Have energy to support a busy team

## Software Skills-

We are Mac based and require you to have good working knowledge of:

- \_Microsoft Excel & Word
- \_Keynote
- \_Adobe Acrobat Pro
- \_General Mac skills

## Roles & Responsibilities include:

### General Duties

- \_Provide varied assistance to the team including research, running errands
- \_Provide production admin and support to Directors and Project Managers
- \_Update working schedule of projects
- \_Contacting and scheduling freelancers in line with project schedule
- \_Managing and sourcing suppliers and coordinating deliveries
- \_Organising production samples & agency copies
- \_Coordinating client and supplier meetings in diaries
- \_Organising travel, flights & hotels
- \_Accounts administration – filing, handling paperwork & helping our bookkeeper as requested
- \_Liaison with IT support team & dealing with IT issues
- \_Assisting with PR of projects to magazines & blogs
- \_Submission of entries to creative awards
- \_Overseeing mail outs (direct & email)
- \_Database management & updates
- \_Updating our social media presence on a regular basis

## Studio Management - Ensure our team is organized & our studio presentable

### Daily

- \_Open the shutters AM & PM
- \_Replace the daily back up tape
- \_Open, give out & stamp the post
- \_Answer the telephone / take messages / help
- \_Welcome guests / clients / offer drinks

### Weekly

- \_Sainsburys weekly studio order
- \_Recycling – weekly collection
- \_Filing bookkeepers paperwork
- \_Keep magazines tidy / encourage team to keep their desks tidy

**Monthly**

- \_Order stationery when low - Viking
- \_Angel Springs - usually call for number of bottles
- \_Barclaycard - receipts and job numbers for bookkeeper
- \_Petty Cash reconciliation

**As & When**

- \_Book couriers
- \_Banham Alarm Systems
- \_IT support - The Light
- \_Global Cleaning
- \_Franking Machine
- \_Encompass - Printer
- \_Clear Telecom
- \_EDF Energy contract
- \_O2 contract
- \_Landlord liaison
- \_Insurance

Salary will be dependent on experience.

Application process

Please send a CV to: [sam@harrimansteel.co.uk](mailto:sam@harrimansteel.co.uk)

With the subject: Role / Studio Assistant

Please say (briefly!) in your email why you would like to work with us, and why you think you would be a good fit. Please also note your salary expectations.

All applications to be received by **Fri 27th January 2012**. First interviews will be held 6th-10th February 2012 (No personal callers or agencies please!)

Please note that we will only respond to those candidates we would like to interview & therefore if you do not receive a request for an interview please consider your application has not been successful.

Please send any queries to [sam@harrimansteel.co.uk](mailto:sam@harrimansteel.co.uk)