



OPERATIONS ASSISTANT

Being part of the Ops team is a unique position and basically the backbone of our wonderful company; you are always listening and watching for ways to support the team in their duties and client delivery.

Ultimately, you will work with everyone to ensure all ops tasks are completed to keep the business running smoothly.

The seamless running of the office is your first priority, identifying how we can be ahead of the curve and a progressive business of the future. You thrive on sourcing the most efficient and profitable business solutions, recommending changes and improvements. If you have a great spark idea, share this with the Ops Director and make a change!

As the company 'fixer' your skills are also utilised as part of the client delivery teams. Be it installing campaign activations or sourcing hand crafted awards you are on hand to step in and work your magic.

KEY OBJECTIVES

- Support the company directors through efficient operations management
- To bridge the gap between the SMT and the Plaster cast in a fluid and supportive manner
- To proactively manage your tasks and identify new ways to approach your duties through progressive process evaluation and evolution
- To be flexible and reactive to the changing requirements that might occur day to day within your role and across the business
- To build trusting professional relationships and open channels of communication with all staff members
- Project manage client deliverables and support the Ops Director in their event management
- To help the company deliver the renovation of a new and inspirational new HQ. The PIT will be your main focus across the end of 2023 and into 2024



KEY RESPONSIBILITIES

BUSINESS MANAGEMENT:

- General purchasing & arranging: couriers, visas, tickets, magazine subscriptions, IT equipment, office supplies etc, dinners, meeting requirements
- Travel organisation: booking flights and accommodation for the team adventures. Being mindful of budgets while delivering a positive experience for those travelling
- Parking Permits: Order/Keep track of team permits
- Distribute incoming post: Make sure that correspondence is delivered to the right team member
- HQ management: Making sure the office is well equipped and inventory is updated, the stationery is stocked and the kitchen is ready to use
- Maintenance: Managing the general upkeep of company goods such as printers, scanner and photography equipment
- Cleanliness of office: educate & INSPIRE team to pull their weight within this shared space
- IT: liaison with service provider, Dial a Geek, be the first point of contact to maintain the office technology
- Phones: full management of smooth running of our contract and devices
- Membership, company service/contractor management: sniff out the best deals,
- Campaign support: Helping deliver client campaigns
- Press kit & onsite support: Being the human in the know onsite and ensuring onsite activation, media & VIP areas run smoothly
- Supporting the Ops Director with any additional business related tasks

ATTITUDE & MUST HAVE TRAITS:

- A willingness to learn and determination to develop your skill set
- Motivation, driven and a self-starting attitude
- Critical thinking and problem solving to see beyond the task at hand
- Ability to work as part of a team
- Strong organisational and time management
- Clear communication and ability to articulate yourself to a high standard
- A passion for innovative communication across both digital and print platforms
- Take pride in delivering your work & pushing your professional development