

Shaun Clarkson^{ID}

SHAUN CLARKSON ID LTD, 31-35 PITFIELD STREET, LONDON, N1 6HB
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JOB DESCRIPTION

Job Title: Office Co-Ordinator/PA to Managing Director/Social Media Co-Ordinator
Reports: Managing Director
Head of Project Management
F/T P/T: Full Time
(This is predominantly an office-based role, working 8.45am-6pm, Monday-Friday, however flexibility is required as and when deadlines occur)
Location: 31-35 Pitfield Street, London, N1 6HB

KEY DUTIES AND RESPONSIBILITIES:

OFFICE CO-ORDINATOR

- Maintaining the condition of the office and arranging for necessary repairs
- Managing the cleaning, tidiness and organisation of the office
- Maintaining supplies of stationery, consumables and equipment
- Arranging regular testing for electrical equipment and safety devices
- Managing and maintaining all telecommunication and IT equipment alongside 'TechAhoy' IT support
- Assisting with the recruitment, induction, training and supervision of interns and new staff
- Using a range of office software, including email, spreadsheets, databases and word processing
- Managing and maintaining timesheets
- Creating and emailing of daily updates to managing director
- Recording office expenditure and managing all petty cash expenses
- Developing and implementing office and administrative systems, such as record management, data management and filing
- Organising and storing paperwork, documents and computer-based information
- Supporting the accounts and HR departments with filing, collation of information and other admin as appropriate
- Ensuring that HR files are properly maintained and kept confidential
- Assisting and supporting the project managers as appropriate, for example sourcing, ordering, and creation of PO's and contracts
- Keeping a record of all design, sourcing and purchasing as applicable
- Processing the expenses claims of Managing Director and any senior members of staff as requested.
- Managing and maintaining filing systems
- Photocopying and printing documents, sometimes on behalf of other colleagues
- Organising and maintaining diary of staff appraisals ensuring schedule is completed
- Responding to customer/supplier enquiries
- Arranging both in-house and external events

- Arranging photoshoots of completed Shaun Clarkson ID projects
- Prompt and professional answering of all phone calls to the offices during working hours, 9am-6pm, Monday-Friday, re-directing as appropriate or taking messages
- Sorting and distributing incoming post and organising and sending/couriering outgoing post
- Providing high quality and professional greeting and hospitality to all visitors
- Organising travel arrangements, booking rooms and conference facilities
- Using content management systems to maintain and update websites and internal databases
- Attending meetings, taking minutes and keeping notes

SOCIAL MEDIA CO-ORDINATOR

- *'Social Media' includes, but is not limited to, the below;*
 - *Facebook*
 - *Twitter*
 - *Pintrest*
 - *Instagram*
 - *LinkedIn*
 - *Tumblr*
- Managing and maintaining a consistent and regular daily presence on all social media platforms (corporate and personal accounts of the managing directors)
- Engaging in dialogues and answering questions where appropriate
- Liaising with managers, graphics department and partners to support campaigns and initiatives
- Seeking opportunities to improve the use of social media and develop 'followers'
- Compiling weekly report for management of activity completed and showing results
- Monitoring online ratings and responding accordingly, reporting notable threats to appropriate management.
- Researching new trends in Social Media tools, applications, channels, design and strategy that may benefit the businesses
- Writing and dispatching email marketing campaigns
- Identifying required updates, creating and uploading copy and images for the companies websites
- Managing the contact database and assisting with lead generation activities

PERSONAL ASSISTANT TO MANAGING DIRECTOR

- Arranging travel, visas and accommodation and, occasionally, travelling with the managing director to take notes at meetings or to provide general assistance during presentations
- Screening phone calls, enquiries and requests, and handling them when appropriate
- Organisation and management of the electronic diary, assessing priority of appointments and reallocation as necessary
- Dealing with incoming email, faxes and post, often corresponding on behalf of managing director
- Carrying out research and presenting findings as requested
- Organising meetings and ensuring that Mr S. Clarkson is well prepared for meetings
- Liaising with clients, suppliers and other staff

EXPERIENCE AND SKILLS REQUIRED

- Excellent IT skills, including working knowledge of word processing, spreadsheet and presentation software packages, predominantly Microsoft Office - Outlook, Word, Excel and Powerpoint
- Internet competency
- A basic knowledge of Sage accountancy would be useful but not essential
- Excellent command of English, verbal and written
- Experience as a Personal Assistant to senior management
- Experience of electronic diary management
- Excellent team working skills with the ability to work collaboratively and co-operatively with colleagues
- Ability to organise and plan own work
- Exceptional interpersonal and communication skills, including the ability to ensure effective communication with a wide range of contacts both internal and external to the companies
- Ability to assimilate large quantities of written and verbal communication quickly and produce accurate, timely minutes.
- Excellent attention to detail, with the ability to maintain a high level of accuracy
- Demonstration of the ability to work under sustained pressure and to tight deadlines
- A flexible, pro-active approach to work including the ability to prioritise and re-prioritise to achieve successful outcomes
- Ability to work on own initiative
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times
- Ability to provide a high quality secretarial and organisational support service
- Ability to delegate work to, and organising company interns

COMPANY CONTEXT AND OBJECTIVES:

Our Goals:

- To inspire passion for creative design to our clients and within the company
- To deliver projects efficiently on time and on budget
- To deliver creative and innovative concepts and solutions
- To build the value of the business
- To build our brand whilst maximising our profitability

Our Values:

- Creativity
- Amenability
- Flexibility
- Respectfulness
- Dependability
- Supportiveness

- Honesty
- Using initiative
- Professionalism

KEY WORKING RELATIONSHIPS:

- Project Management Team
- Accounts Department
- Design Team
- Shout Out Team
- Pitfield London Team
- Managing Director
- Marketing Team