



I-AM Studio Manager

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Prepared by
Claire Parkinson



i-amonline.com

I-AM, The Old School House, 66 Leonard Street, London EC2A 4LW. +44 (0)20 7613 4114, hello@i-amonline.com
Registered in England and Wales No. 3370487. VAT number: 696531594

Job Description

You will be

Fun, friendly & super organised

Overall job purpose statement

To manage the smooth running of the London studio

Key responsibilities

1.1 Front of House

Proactively manage the day to day running of the studio. Meet and greet all visitors and filter telephone calls for the studio in keeping with the needs of the business, referring on to the relevant members of the team. All need to be treated with professionalism and respect in an engaging and enjoyable manner.

1.2 Office administration

To be responsible for a number of specific administrative tasks, as requested by the Directors and Account Managers. In this respect there will be a number of tasks that could be described as PA type duties such as arranging travel, purchasing items, and managing diaries. Alongside this you will be required to manage the studio diary, scheduling meetings and resolving any booking conflicts.

1.3 Supplier relationship

Maintain excellent working relations with our suppliers, carrying out annual cost reviews and liaising with them when required. Examples include liaising with our travel agent to book flights and travel for members of the team, the supervision of office cleaning, liaising with the cleaning company as required, regular liaison and problem solving with our IT provider, organising and renewing various company insurances.

1.4 Housekeeping

Day to day housekeeping, including dealing with faults, repairs and other small works. These can range from basic IT support - changing printer cartridges, dealing with minor internal faults, internet, server, email, iCal etc - to coordinating with the building landlord if required.

1.5 Deliveries / Supplies / Purchasing

To take responsibility for the petty cash, office supplies, post and deliveries; open all incoming post and distribute to team along with receiving, opening and putting away all deliveries within the office. Track levels of stationery and kitchen supplies - ordering required items as needed.

1.6 Event management

Assist in the organisation of company events, both internally and client led. To keep an eye on the social "needs" of the business making sure we get to have plenty of fun times together. This will include our annual summer event, quarterly get togethers, staff birthdays and pretty much every Friday.

Knowledge, Skills and Abilities

2.1 Required knowledge

Office administration; MAC IT support at a basic level; department budgeting.

2.2 Required Skills

Excellent interpersonal skills; Analytical and problem solving skills; effective verbal & listening communications skills; attention to detail and a high level of accuracy.

2.3 Required Personal Attributes

Ability to maintain a high level of accuracy and confidentiality, calm and authoritative manner; very effective organisation skills; effective written communications skills; computer skills in all MS Office programmes at a highly proficient level; effective time management skills and the ability to prioritise.

What is it like to work at I-AM?

We have an open plan studio in the heart of Shoreditch, which has a relaxed, and friendly atmosphere. We are an ambitious agency, always listening to new ideas and pushing ourselves further, but with the confidence of having been around for 20 years.

There is always an excuse for a gathering and because of this the teams play hard and work hard together.

If you are ambitious, passionate and a team player then we'd love to hear from you; come and help us deliver for our clients and be a part of what makes us, I-AM.

How to apply

Please send your CV and cover letter to claire@i-amonline.com

Due to the high volume of applications anticipated, we can only guarantee responses to candidates progressing to the interview stage.

No agencies

