



Admin Assistant Role Description

Reports to:	Studio Manager
General Role:	<p>To provide the first point of contact for visitors and callers to the office, to create a good first impression of the company, to ensure that people feel looked after and at ease, and to undertake additional administrative duties.</p> <p>You will support the Studio Manager in day to day tasks and be responsible for maintaining the smooth operation of our Ancoats studio.</p>
Duties Include:	<ul style="list-style-type: none">• Meeting and greeting clients and visitors and dealing with them quickly in a friendly and efficient manner.• Answering and screening calls, taking messages and arranging and confirming appointments.• Organising and processing incoming and outgoing mail, arranging couriers and handling deliveries.• Making travel and accommodation arrangements for senior members of staff and, where required, for visitors/clients.• Managing the bookings and arrangements for the meeting rooms.• Carrying out weekly inspections of the office environment and flagging any maintenance and H&S issues with the Studio Manager.• Testing the fire alarm sounders on a weekly basis.• Provide support to the Studio Manager, including admin support for the office and covering her duties during periods of absence.• Ensuring contact data bases are current.• Assisting with ordering of office supplies and consumables.• Looking after general housekeeping items, such as buying milk, emptying dishwashers and buying stamps.• To be self-motivated and to use initiative.• Assist in the smooth running of the office on a day to day basis.• Supporting the Studio Manager and Directors in achieving long-term goals.• Carrying out research tasks and obtaining quotes.• Arranging training, CPDs and other events for the company and its staff.• Helping to type and edit documents, including agendas, minutes and reports.
Studio Standards and Policies:	<p>To assist in the operation of the Integrated Management System, encourage others to do so and contribute to its ongoing evolution.</p>
Other Duties:	<p>From time to time the company may make reasonable requests for you to undertake duties not necessarily covered in the above.</p>