



Job Description: Office & Projects Co-ordinator.

Clockwork Scenery seeks a proactive and diligent Office & Projects co-ordinator, in a new role, to aid in the management of the below:

1. Operational Support

Providing administrative support to the Director, office staff and workshop staff as required.

Researching and purchasing stock and materials as required.

Processing daily web orders, managing stock levels and arranging dispatch/ collection.

2. HR

Liaising with and booking of freelancers and scheduling them accordingly.

Running recruitment campaigns for freelancers, and maintaining the database of useful contacts.

Collating timesheets for payroll.

3. Finance

Managing the day to day book keeping on our accounts package.

Chasing invoices

Keeping accurate job costings through the accounts package.

4. Marketing

Driving sales and development of our online products through a proactive marketing campaign.

Organising and maintaining an archive of photographs and other marketing material for easy access for use on website, social media and other marketing.

Management of website and keeping newsfeed up to date.

5. General

Management of job/work files including photographs of the work for website/ newsletter use.

Dealing politely and effectively with client queries on the phone and in person.

Answering all enquiries, on phone and email – ensuring each inquiry is responded to and all quote enquiries are logged, responded to and passed on to be costed, whilst ensuring they are quoted in a timely manner.



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Personal:

Applicants should be highly organised, with 2 years' experience in an office environment.

Should be computer literate with strong Microsoft Word and Excel skills.

Ideally have knowledge of computer based book-keeping software, although training can be given.

Experience of liaising with suppliers and clients

Must be polite, positive and confident in person and on the telephone.

As well as taking direction from the team, you should be able to use your initiative ensuring you use your time effectively.

Ideal applicants would have:

Experience of the entertainment and events world, ideally within the scenery world.

How to apply

In the first instance, please submit a CV and covering letter explaining how your skills meet our needs as detailed above,

To:

HR@Clockworkscenery.com

*With **Office & Projects Co-ordinator** in the subject line*

Position to start in January.

The position will be subject to a basic 3 month probationary period.

The position is offered as either part time of approx. 26 hours per week (one full day and 4 half days) or as a full time position for a candidate with previous scenery related skills.

Salary: In excess of £15.00 per hour, depending on experience.