

Established in 1999, XYi Design is a London-based agency with 25 years' experience in the localisation of major international entertainment campaigns across both print and digital media. We work for some of the biggest film studios including Paramount Pictures International and Universal Pictures International.

Position Overview

We are looking for an experienced and proactive Office Manager to join our team in this exciting and pivotal role. As the main ambassador for the office, you will play a key part in maintaining a positive, organised, and efficient workplace environment. You'll be responsible for a broad range of administrative and operational duties, all carried out with professionalism, discretion, and a high level of attention to detail.

Duties (not limited to):

General office management

- Meet & greet all visitors, maintaining security
- Managing office supplies and ensuring stock is up to date, including First Aid kits
- Maintaining the kitchen area, ensuring everything is running efficiently, well stocked and tidy
- Maintaining the upkeep and general management of the office, including House Keeping checks
- Dealing with any maintenance issues - climate control, water taps, coffee machine, printers
- Being the main point of contact for building management
- Managing supplier relationships
- Managing deliveries, couriers, post, etc
- Managing the monthly breakfast order and adhoc food & beverage needs
- Managing internal screens and their content
- In charge of staff milestones such as birthdays, anniversaries, gifts etc.
- Managing screening ticket and merchandise raffles for staff
- Support with logistics for company social events
- Booking staff travel
- Heading up any office moves alongside our CTO
- Ad hoc administrative duties and reporting to support the CEO, Operations Director and CTO
- HR admin support for the HR Manager
- Leading wellbeing initiatives with input from our Mental Health First Aider
- Appointed Health & Safety Officer with management of all H&S to include DSEs, Risk Assessments, Fire Marshal and First Aider allocations.

IT & Security

- Working closely alongside the CTO
- Installing new software
- Responsible for 1st, 2nd stage machine set-ups
- General on-site IT support to all staff
- Installing the phones
- Setting up desktops
- Ensuring equipment is running smoothly
- Maintaining access to the server room
- Maintaining email groups
- CCTV checks
- Ordering IT-related equipment
- Organising building access for new staff

Necessary Skills and Experience:

- The individual in question should be well-presented, friendly, genuine, and personable, articulate and organised
- Self-motivated, positive and caring individual; a people person
- A keen interest in Wellbeing
- Flexible, adaptive and works well under pressure
- Comfortable working autonomously as well as taking direction
- Diligent and prepared to work as part of a small team
- Experience working with staff at all levels, building rapport and tailoring your approach
- Professional approach with strong communication and project management skills
- Efficient and proactive
- Be able and willing to take on new tasks and responsibilities
- Proficient in Macs
- Experienced in Health & Safety
- An interest in film is a bonus

Benefits:

- Annual Salary Review
- Discretionary bonuses in June and December
- 25 working days annual leave plus an extra day per annum after 3yrs service, up to a maximum of 30 days
- 10% non-contributory pension
- Film screenings
- Social events
- Working late benefits - meals and travel expenses
- Employee Assistance Programme

If you have the skills outlined above then please send your CV through as soon as possible.