

Established in 1999, XYi Design is a London-based agency with 27 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 organised, proactive, and detail-oriented Office Administrator to ensure the smooth, efficient, daily running of our office operations. This role focuses on essential administrative support, facility maintenance, operational logistics, and Health & Safety compliance.

The ideal candidate thrives on processes, takes pride in maintaining a well run office environment, and enjoys supporting various leadership functions with reliable execution, professionalism, discretion and accuracy.

Key Responsibilities:

Operational & Administrative Support

- Generate and maintain operational reports for the CEO, Managing Director, and CTO.
- Coordinate incoming and outgoing logistics, including post, couriers, and deliveries.
- Manage travel bookings
- Support the Finance team with invoice submission and general documentation requests.
- Oversee office supplies, IT equipment stock levels, and inventory tracking.

Facilities & Daily Office Upkeep

- Act as the primary point of contact with building management, external suppliers, and maintenance contractors, developing and managing relationships.
- Maintain office standards, ensuring kitchen facilities, meeting spaces, and print stations are fully stocked, clean, and functioning.
- Address everyday facility issues promptly (climate control, printers, appliances and equipment maintenance).
- Meet and greet visitors and new staff, manage visitor security sign-ins, and issue building access cards.
- Assist the CTO with logistics for internal office layout changes and office moves.

Health, Safety & Compliance

- Serve as our designated Health & Safety Officer, managing DSE assessments, risk assessments, housekeeping checks and Health & Safety tours.
- Coordinate and maintain allocations for Fire Marshals and First Aiders, including keeping First Aid kits fully stocked.

General Team Support

- Assist with a range of internal staff initiatives, including monthly food/beverage orders, awareness days, birthday and anniversary recognitions, screening ticket and merchandise raffles and company social events.

About you

- Well-presented, friendly, genuine, and personable; a people person.
- Highly organised, process-driven, proactive and methodical with strong attention to detail and project management skills.
- Professional approach, articulate, and discreet when handling internal management needs and external visitors.
- Comfortable taking initiative on day-to-day facility needs while balancing daily administrative routine tasks.
- Able to work both independently and as part of a small team, prioritise tasks effectively, and take direct instruction when required.
- Experience working with staff at all levels with the ability to build rapport and tailor your communication style.
- Able and willing to take on new tasks and responsibilities.
- Flexible, adaptive and work well under pressure.
- Proficient in Macs.
- Experienced in Health & Safety.
- An interest in film is a bonus

Salary & Benefits:

Hybrid working

25 working days holiday per annum plus an extra day each year after 3yrs service up to a maximum of 30 days

10% non-contributory pension

Discretionary bonuses in June and December with option for Bonus Pension Sacrifice

Annual salary review

Company social events

Film screenings

On-site cafe discount

Local gym discount

Cycle to Work scheme

Working late benefits - meal and travel

Employee Assistance Programme

If you have the skills outlined above and would like to be considered for this opportunity then please send through your CV for consideration.