

# Jamie Hendry Productions

## Executive & Office Assistant

Job Description 2019

### Overview

The Executive Assistant provides a high level of administrative support to the Managing Director across a group of global entertainment companies.

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### Executive Assistance

- As requested, work closely to support the Managing Director on all matters of the group's business.
- Manage the Managing Director's diary and schedule external meetings

### Office

- Maintain and manage paper and electronic filing, archive and storage systems
- Oversee the maintenance of the IT and telephone systems
- Take deliveries, post mail and arrange couriers/taxis
- Welcome visitors to the office and offer and prepare them refreshments
- Act as the first point of contact for all enquiries, answering the telephone, transferring calls, taking messages, listening to voicemails and responding to emails sent to generic email addresses
- Maintain office and kitchen supplies
- Ensure the office and common areas remain clean and tidy at all times and monitor waste and recycling
- Liaise with all external contractors
- Book travel, accommodation and theatre tickets and make restaurant and bar reservations

### Finance

- Manage and authorise designated expenditure, ensuring that expenditure remains within the pre-approved budgets
- Reconcile bank accounts

### Relationships

- Maintain effective communication at all times, ensuring that information is shared with relevant staff
- Develop and maintain professional working relationships with all personnel and external contacts
- Provide regular feedback to the line manager ensuring they are advised of all developments within the areas of responsibility
- Maintain and develop a thorough understanding of current trends in commercial theatre

### Hours of Work

- 09:45am-6:30pm, Monday to Friday
- Evening and weekend work, as required to fulfil the responsibilities of the job description

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### Personal Specification: Essential Attributes

- At least one years' experience in a professional theatre or media environment in a similar role
- Excellent time management skills with the ability to work on a very varied and heavy workload and to juggle competing priorities
- Excellent written, numeracy and verbal communication skills
- Tact, diplomacy and discretion
- Confidence in decision making
- Eye for detail and accuracy
- A flexible approach to working hours
- A sense of humour
- A willingness to work as part of a team and cover other roles as necessary
- Advanced skills in Microsoft Work, Outlook and Excel spreadsheets and use of the internet
- A proven interest and commitment to theatre
- Education to degree level