

Studio Assistant

Permanent, Full Time, £20,000 - £25,000 DOE

About us

Brand42 is an award-winning agency with a diverse range of clients, from AAT, Alfa Systems and FAIRR Initiative, to MailOnline, VisitBritain, CNN International and Top Gear. We provide effective design solutions across many areas of design, from branding to packaging and print to digital, across a wide range of business sectors.

The Role

We're looking for a friendly, proactive and hardworking studio assistant to join our team. You will take the lead on the day-to-day running of the studio, as well as supporting the Creative Director with key tasks including diary management.

If you have bags of common sense, strong organisational skills, and the ability to take the initiative, this is a great opportunity to become an integral part of the Brand42 team and offers plenty of scope to take on more responsibility over time.

This role would suit a 2nd jobber who has experience of working within design, art or architecture (though this is not essential).

Requirements & Skills

- Day-to-day management of the studio, ensuring it is well presented and smooth-running.
- Answering the phone and greeting guests.
- Organising and preparing client meetings
- Ordering studio supplies and groceries
- Management of utilities and other suppliers
- Tracking job and studio costs, assisting in the management of expense claims
- Organising company social events
- Organising travel, reservations and hospitality
- Keep the company social media accounts active and up to date
- Management of the recruitment process
- Supporting the preparation of presentations and pitches
- Supporting Creative Director with:
 - Diary management
 - Email management during periods of annual leave

Key Skills

- Exceptional organisational skills
- Excellent communication skills and a high standard of written and spoken English
- Ability to multi-task and prioritise workload
- Keen attention to detail
- Excellent interpersonal skills and the confidence to interact with a diverse range of people, from clients to suppliers and both junior and senior team members.
- Competence in Microsoft Word, Excel and Powerpoint
- Experience using Mac computers and software preferable.

Contact

If this sounds like the right opportunity for you, please send your CV and a covering letter to jobs@brand42.co.uk

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