

KAZIMIER PRODUCTIONS CIC

25 CARLTON STREET

LIVERPOOL

L3 7ED

thekazimier.co.uk

info(@)thekazimier.co.uk

01512363160

JOB VACANCY

ROLE: COMPANY ADMINISTRATOR / OFFICE MANAGER

FULL TIME 40 HOURS PER WEEK / PERMANENT /28 DAYS HOLIDAY + BENEFITS

£19,000+ PRO ROTA DEPENDING ON EXPERIENCE

CLOSING DATE FOR APPLICATIONS: 5pm Sunday 24th June

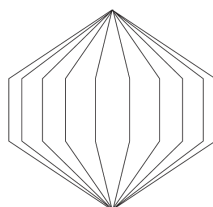
INTERVIEWS: Week Commencing 25th June

An exciting and unique opportunity to work in a vibrant and multi-faceted arts organisation as Company Administrator & Office Manager.

Kazimier Productions CIC in Liverpool is seeking a dynamic, responsible, and self-motivated individual with a passion for business organisation & development to handle the administration of the company's numerous departments. The organisation has a national reputation and operates several performance venues and creates bespoke artistic content for a range of clientele from large commercial clients to city councils and arts festivals.

The Administrator & Office Manager will be responsible for:

- Working closely with the organisation's Directors & Executive Management team to deliver the company's mission & vision across its venues as well as through artistic commissions and projects.
- Ensuring complete customer satisfaction in a demanding work environment by being the first point of call for numerous business enquiries.
- Drafting, managing and implementing budgets & cash-flow forecasts across the company
- Reconciling & managing the company's bank accounts and petty cash as part of larger book-keeping duties
- Processing & paying incoming invoices, liaising with suppliers etc.
- Drafting and issuing outgoing invoices and ensuring they are paid, liaising with business clients and freelance operatives etc.
- Working closely with the organisation's accountant to help produce VAT Returns, Confirmation Statements and the company's Payroll and other statutory obligations and ensuring payment of the company's tax liabilities.
- Managing numerous systems of due diligence including liaising with insurance brokers, drafting contracts for customers, signing dealing with utility suppliers, landlords etc.
- Managing the Invisible Wind Factory's vibrant artist's studios
- Managing the offices of Kazimier Productions (filing, ordering stationary and sundries etc.)
- Ordering materials on behalf of department heads
- Management of the organisation's Human Resources including assisting in recruitment



The successful candidate will be able offer:

- A personable, affable and highly professional manner at all times
- Experience of working and managing in a fast-paced and demanding working environment servicing the needs of directors, clients, customers and other staff.
- Experience of the administrative duties involved in venue management and artistic production
- A positive and infallible “can-do” attitude as part of an ability to problem solve and task manage efficiently and effectively
- Experience of working in, and an understanding of the needs of, a dynamic Arts Organisation
- Experience and a clear understanding of the demands of working in the entertainment/hospitality/food & beverage industry
- Excellent levels of communication
- Experience and understanding of the statutory duties of a Company Secretary
- An excellent level of IT competence with a preferable experience of using Xero accounting software or similar
- A clear ability to work as part of a diverse team whilst being clearly able to self motivate
- A demonstrable ability to handle a high level of responsibility
- A clear desire to further the growth and reputation of Kazimier Productions and its venues

If you would like to apply for this opportunity and believe you would be a fantastic addition to our team please e-mail the following to admin@thekazimier.co.uk

- 1) An Up-To-Date CV detailing all academic and professional qualifications and work experience**
- 2) A typed personal statement no longer than 1,000 words detailing your suitability for the post via an exploration of your past experiences, strengths/weaknesses, understanding of the organisation and desire to work with us in this role**
- 3) Two Referees we may contact should you be invited to interview. Please provide names, contact details (telephone and email), position, relation to you and whether or not we can contact them prior to interview.**

CLOSING DATE FOR APPLICATIONS is 5PM on SUNDAY 24th JUNE

SUCCESSFUL CANDIDATES WILL BE INVITED TO INTERVIEW, VIA EMAIL, WEEK BEGINNING MONDAY 25th JUNE. IF YOU DO NOT HEAR FROM US PLEASE CONSIDER YOURSELF TO HAVE BEEN UNSUCCESSFUL IN THIS APPLICATION AT THIS TIME

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age

