

# undercranked

## **Freelance Office Assistant**

Position: Freelance Office Assistant

Location: London (Soho, Office Based)

Application Closes: 3<sup>rd</sup> June 2022

Undercranked is looking for a freelance office assistant to deal with weekly admin tasks and basic office duties. This position is an exciting chance to grow with an agency that is steadily establishing itself outside of the UK, in Europe and America.

### **The Candidate:**

- Will have previous experience working at administrative level, ideally within media environment
- They will be focused and have excellent organisational and communication skills
- They will have a have a desire to learn and be both meticulous and precise with all tasks
- They will have a good knowledge of Google G Suite, Apple Macs, and Microsoft packages
- They will have experience of filing and diary management
- A basic understanding and interest in production is essential
- Good time keeping and impeccable phone manner is essential

### **The Role (to include):**

- Dealing with basic office duties such as booking restaurants, taxis, and ordering stationary
- Managing petty cash
- Dealing with basic accounts such as calling in invoices
- Arranging agents' meetings
- Basic diary management
- Weekly Filing
- Supporting Lead and Junior Agents

### **Other:**

Days: Fridays (Occasionally Mondays)

Hours: 9am - 6pm (with 1 hour lunch break)

Freelance basis. Salary based on experience.

Please send CV, a short cover letter and include hourly salary expectations (salary subject to experience) to [assistant@undercranked.net](mailto:assistant@undercranked.net) Please include 'REF: 'Freelance Office Assistant' in subject bar.

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## **Agents' Assistant**

Position: Agents' Assistant

Location: London

Application Closes: 1<sup>st</sup> July 2022

Undercranked is looking for an Agents' Assistant to support our Lead Agent. This position is an exciting chance to grow with an agency that is steadily establishing outside of the UK, in Europe and America.

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The candidate will have a background in personal assisting, and have experience working in films, media, broadcast and/or advertising. The candidate will be trained by the Lead Agents and encouraged to develop their own skills where necessary.

## **The Candidate:**

- Will have prior experience of working as an assistant, ideally in film, television, fashion and/or advertising
- Will be passionate about film, advertising and television and talent management
- Have a can-do attitude and excellent communication skills
- They will be educated, organised, meticulous, focused, ambitious, and motivated
- They will have an impeccable phone manner
- They will be proactive and have a desire to learn
- They will have strong knowledge of G Suite, Apple Macs and Microsoft packages
- Experience of scheduling personal calendars and booking meetings is essential

## **The Role (to include):**

- Dealing with basic office duties such as booking taxis and ordering stationary
- Dealing with basic accounts such as calling in invoices from talent and drawing up invoices
- Drawing up booking agreements
- Supporting Lead and Junior Agents
- Arranging agents' meetings
- Updating social network accounts
- Uploading content to websites and overseeing PR mailouts
- Overseeing the re-instigation of Undercranked Diaries

## **Other:**

Hours: 9am - 6pm (with 1 hour lunch break)

Working Week: Monday-Friday

Salary based on experience.

Please send CV, a short cover letter and include salary expectations (salary subject to experience) to [assistant@undercranked.net](mailto:assistant@undercranked.net) Please include 'REF: 'Agents' Assistant' in subject bar.