

# undercranked

## **Freelance Office Assistant**

Position: Freelance Office Assistant

Days: 1-3 Days a week

Location: London (Soho, Office Based)

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:**

- Previous experience working at administrative level, ideally within media environment, is essential
- A basic understanding and interest in film and advertising and production is essential
- A basic understanding and interest in talent management is essential
- They will be focused and have excellent organisational and communication skills
- They will have a have a can-do attitude, a desire to learn and be both meticulous and precise with all tasks
- They will have a good knowledge of Google G Suite, Dropbox, Apple Macs, and Microsoft packages
- They will have experience of filing and diary management
- 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 and/or Thursdays)

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.