

Please note that we can only consider applications from EU Citizens and those legally entitled to work in the UK. Also we will only consider direct applications only – strictly no recruitment agencies.

## Job Description

**Role Title:** Creative Office Manager for Graphic Design Studio

**Location:** Grand Union Canal, West Drayton, Greater West London

**Salary:** £30,000 - £34,000 per annum

**Who are we looking for:**

We are seeking a highly experienced and special individual wanting to join a growing business and who can help us achieve our long-term vision. Ideally, we prefer someone with previous agency experience to contribute to ID's inspiring and stimulating working environment. However, we are willing to support the right individual where they retain most but not all the role requirements below. You will be the central driver of the studio working alongside and supporting the two managing directors, designers both full-time and freelance, programmers and other staff. We are aiming to grow our company and are excited about recruiting for this pivotal role.

**The Company:** We are a boutique graphic design agency founded in 2000 and based in Greater West London specialising in graphics, marketing and digital projects for UK and international clients.

**The Role:**

*General studio duties:*

- Typing correspondence and document management both electronic and hard copy.
- Taking minutes from key meetings (clients and suppliers) and writing up reports.
- Answering telephone calls and taking messages.
- Managing freelance, design and office staff day to day
- Arrangements for travel and meetings for the Directors and team (as relevant)
- Updating diaries to arrange meetings with clients, suppliers, staff and freelancers.
- Manage petty cash and office incidentals such stationary, paper and catering
- Open and close up studio.
- Responding to emails and web enquiries.
- Credit control - liaising with clients by managing invoicing and payments
- Supporting the team in completing and checking their timesheets using an online timesheet system, Harvest.
- Supporting marketing activities via the company website and mailshots
- Strong computer skills. Essential to have advanced knowledge of Apple Macs, Microsoft Word, Microsoft Excel, Google Docs and iCalendar.
- Health and Safety compliance.
- Be the general go to person in the office for all areas.

### Inspirational Design Ltd

*Specialist design duties:*

- Writing up policy and procedures for Clients, Suppliers and Staff/Freelancers.
- Updating project progress/status in online Project Management tool, Basecamp.
- Adding new work/project enquiry into Basecamp.

Please note: This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business.

**The Candidate:**

*Must be/have:*

- Professional and able to manage confidential communication.
- Expected to take responsibility for improving internal processes and systems and ultimately increasing the efficiency of client projects.
- Is detail oriented, finding solutions and delivering high quality outputs.
- Highly organised, proactive problem solver who can deliver to deadlines.
- Enjoys working as part of a team, building strong relationships and can equally work independently.
- Fluent in English with excellent communication skills.

*Desirable:*

- Knowledge of the Islamic World and Arabic language.
- Well-travelled and have knowledge or interest of other cultures especially those of the Middle East and Islamic World.

**How to apply:**

To apply please respond with a covering letter detailing why you would be suitable for the role and please include your CV with your application detailing previous employers and experience.

Please note that due to the high levels of response, we are only able to get back to those applicants who have been successful.