

OPERATIONS ASSISTANT (PARENTAL LEAVE COVER)

JOB DESCRIPTION

Day to day responsibilities may include, but are not limited to:

Operations

- Coordinating the studios and creating a positive environment for our staff, freelancers and stakeholders to work in
- Being the first point of contact for the organisation in-person and via email/ phone
- Processing and distributing incoming mail
- Managing supplies orders
- Coordinating maintenance and repairs where needed
- Overseeing the management of service and supplier contracts (e.g. record-keeping and coordinating renewals)
- Coordinating company social events, creating and distributing schedules/ itineraries as required
- Working with the Producing Assistant to provide basic catering for meetings as required
- Scheduling and minuting weekly company meetings
- Minuting project washup meetings
- Maintaining the employee time-tracking platform (Harvest)
- Assisting with long-term company planning (e.g. coordinating away days, creating schedules/ itineraries, transcribing notes where required and assisting with the preparation of reports & presentations)
- Assisting with the company's annual insurance policy renewals
- Acting as one of the company's health and safety representatives and working to ensure H&S policies are up to date and observed by staff (including emergency first aid, mental health first aid and fire safety)

HR

- Maintaining personnel records
- Coordinating the staff reviews process
- Maintaining the online HR platform (Bamboo HR)
- Supporting company recruitment (e.g. scheduling, drafting/ publishing job adverts, processing applications and coordinating interviews)
- Coordinating employee onboarding and offboarding
- Inducting new-starters to the HR and time-tracking platforms
- Drafting, issuing and archiving freelance contracts
- Drafting, issuing and archiving NDA's

Finance

- Ordering foreign currency and distributing per diems
- Managing key company supplier accounts (e.g. coordinating renewals and processing receipts/ invoices)

General

- Working with the Head of Finance & Operations to develop company-wide systems/processes, and establish/ launch new initiatives
- Deputising for the Head of Finance & Operations as required
- Contributing to 59's work around Sustainability, Universal Design and Inclusion & Belonging
- Any further general or administrative tasks reasonably requested