

ARIES

Studio Manager & Operations Admin

- Duties are included but not limited to the following

Responsibilities

- Schedule meetings, prepare meeting room and update the team diary accordingly
- Team expenses / petty cash
- Assist on any other general admin; travel, bookings, reports etc
- Help maintain an organised and immaculate working environment - studio and work place
- Attend meetings, take minutes and action points to distribute
- Assist on operation admin including but not limited to office supplies and sundries, taking care of post and ad hoc purchases etc
- Oversee office management and contractors including but not limited to cleaners (empty bins / recycling on days when the cleaners are not in)
- Ensure all office supplies are ordered, purchased and kept well stocked
- Maintain office condition and organise repairs or equipment maintenance
- Achieves financial objectives by preparing an annual budget; scheduling expenditures
- develop and implement new administrative systems
- record office expenditure and manage the budget
- Organise the office layout and maintain supplies of stationary and equipment
- Review and update health and safety policies and ensure they are observed
- Personal assist Creative Director, CEO and GM
- Organise company travel plans

Additional Duties

- Support on the stockroom/inventories and deliveries when required
- Assist the Marketing team on any production, sample management, personal orders or events of any kind
- Manage interns and work experience students
- Archive management
- Assist in creative production