

Bullion Productions Office Manager

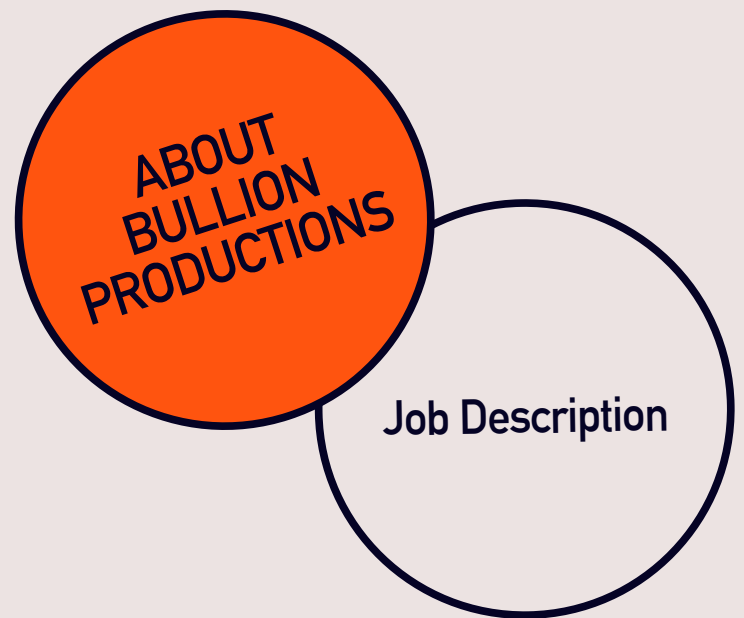
Location of role:
London, N1 7UX

Placement hours: 40

Working pattern:
F/T, Mon-Fri
9.30am-6pm

Placement length:
12 months

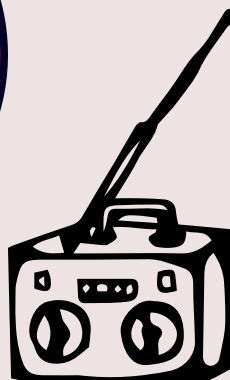
Salary:
£13.15/hour



Bullion Productions was founded almost 12 years ago, initially starting out as a collective with just its four founders. Bullion is now an established production company specialising in Branded Entertainment, Commercials and Music Videos. We work with a variety of big name agencies and well known brands including Adidas, Nike, Stone Island, and have worked with a range of exciting talent including Stormzy, David Beckham, Caroline Wozniaki and AJ Odudu.

In 2018 Bullion became part of the All3 family, taking investment to grow our business further and expand our offering into Factual TV and Scripted Comedy.

Our passions are around sports, comedy and youth culture and contemporary issues which makes up a majority of our output. We also service large productions for UK and International clients alike across all genres.





As Office Manager you will be responsible for the smooth running and safety of the office on a day-to-day basis. Reporting in to the MD and Head of Production. You will love organisation and keeping the office administration and protocols in order.

Whilst working at Bullion you will get exposure and an understanding of the production process that will be taking place in the office. This includes Music videos, Advertising and TV.

TASKS AND RESPONSIBILITIES

- Ensuring the office is well maintained, and work with the MD to implement systems and processes to ensure its smooth running.
- Managing the Opening / closing of the office and the cover for weekend work if needed.
- Managing the office budget and tracking in the cost manager.
- Working with Accounts on Ad Hoc tasks.
- Maintaining office supplies from stationery to beverages.
- Basic IT support and escalating to our IT helpdesk where necessary.
- Ensuring Camera, sound and light kit is kept in good order and oversee the loaning out of this kit.
- Organising room prep for client and internal meetings (drinks, breakfasts etc).
- Maintaining company databases.
- Answering phones and manning the entry system.
- Travel booking for senior team when required.
- Diary management for MD and other Founders where required.
- Helping to organise company events and promote company culture.

- Be an ambassador and promote the companies B-Corp status and further the goals.
- Understanding and implementing company environmental best practice.
- Assist with PR where necessary.
- Assisting MD with special projects.
- Have oversight of the office Health and Safety and Fire regulations in office - ensuring First Aid boxes are fully stocked, managing the incident log, checking the fire alarm checks are happening and ensuring Bullion is covered in terms of equipment and Fire Wardens.
- Where necessary, assist the organisation's HR Function by keeping personnel records up to date, arranging interviews, etc.
- To be an ambassador for the business at all times.

SKILLS AND EXPERIENCE

- Trustworthy — must be comfortable handling confidential project information.
- Excellent time management.
- Strong attention to detail.
- A highly organised, collaborative, pro-active self-starter.
- A strong ability to work alongside a team, communicating effectively.
- Maintaining a calm and professional manner under pressure.
- Experience juggling multiple tasks with varying priorities.
- Excellent written and verbal communication skills with a keen eye for detail.
- A good understanding of Apple Mac software and Microsoft Office.
- Confident and clear communication skills.

ABOUT STEP



STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector.

YOU MUST BE

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest and have attended school or college in these boroughs

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops, and get a budget to produce a collaborative project. We'll also connect you with a specialist industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.

HOW TO APPLY

Apply Now

Complete our STEP application form by 10am on Friday 23 February 2024.

You can upload video or audio responses.

FOR MORE INFORMATION

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at goodgrowthhub@anewdirection.org.uk

Go to the Good Growth Hub website to find out more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/what-we-do/programmes/step-10>