

JOB DESCRIPTION

ADMINISTRATOR

Company Brief

BABS Production is a U.K. based production company that specialises in making movies and music videos for a global audience. Established in 2019, BABS Production is growing and working on some exciting projects this year and is looking to expand its team.

Job brief

We are looking for a reliable Office Administrator. They will undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently.

The **tasks of the office administrator** will include bookkeeping and other general work related activity. The ideal candidate will be competent in prioritizing and working with little supervision. They will be self-motivated and trustworthy.

The office administrator ensures smooth running of our company's offices and contributes in driving sustainable growth as well as assisting colleagues in every task.

Responsibilities

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative work and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

Requirements

- Proven experience as an office administrator, office assistant or relevant role
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Excellent knowledge of MS Office and office management software (ERP etc.)
- High school diploma; BSc/BA in business administration or relevant field is preferred

The role is part-time and hours may vary every week. Usual working hours will be 10 AM to 6 PM but may differ during peak work timings.

The pay will be discussed upon successful interview of the candidate.

Should you be interested in the role, please do not hesitate in contacting us at saniya@babsproduction.com / 07456822762 by sending in your CV and a short cover letter stating why you wish to work for the same.