



JOB DESCRIPTION

OFFICE ADMINISTRATOR

COMPANY SUMMARY

Rockit is a technical production and hire company, supplying the event industry with technical services, lighting, sound and audio visual equipment. The company was founded in 2007 and has experienced rapid growth in the last five years, meeting and exceeding the needs of a wide and prestigious client base. Rockit is a small company, with a huge appetite to succeed, striving to maintain a personal, bespoke and flawless experience for our clients. Our 'can do' and thorough approach ensures the exceptional standards required to deliver the high quality events in which we pride ourselves. With our office & warehouse based in Hertfordshire, we have good transport links into Central London where the majority of our work is placed although our clients and events are placed across the UK.

JOB SUMMARY & WORKING DETAILS

Job Title: Office Administrator

Responsible to: Finance and HR Manager

Place of work: Norton Building, 14 Tewin Road, Welwyn Garden City, AL7 1BW

Salary Range: £25,000 - £28,000

Weekly Hours: 42.5 hours per week, 8.5 hours per day with a 30 minute lunch break. 5 days per week, Monday to Sunday (usually Monday – Friday)

Holiday: 30 days including bank holidays. Our holiday year runs from March to February. 1 additional day holiday per year of service over 2 years, up to 10 years.

JOB OUTLINE

This role will be based at our warehouse in Welwyn Garden City. We are a busy event production company looking for a dedicated and passionate person to support our team. As we are a small business, you will need to be highly motivated, pro-active, and willing to support all aspects of the company workload. This role will be highly varied, supporting finance, HR, marketing, and business development goals while taking responsibility for the smooth day-to-day running of the office; using your ingenuity to proactively promote improvements. There will be a focus on supporting the Finance and HR team, managing the organisation of paperwork and administration with 100% accuracy. We are therefore expecting you to have exceptional organisational skills and a 'can do' attitude. A positive persona and supportive working ethos is also extremely importantly as the nature of our industry means long working hours and high pressures for the majority of our team. You will need to maintain accurate and thorough records and have a close eye for detail. Your standards of written and verbal English will be excellent as you will be responsible for high levels of communication with others as well as accurate minute-taking. As a consistent team member in the office, you will be the point of contact for first aid and health and safety issues. Throughout your role you will communicate heavily with customers, suppliers and the public so you must reflect our high standards with a polite, accommodating and professional personality. This role will involve an element of managing our Studio, which is more than 2000 sq ft with separate green room, dressing area and control room. There is huge potential for this space, having already held some exceptional events, and we now need an individual who can dedicate additional time to accelerate the progress that has already been made. You will have the opportunity to develop systems and see projects from conception to completion. The nature of live events means that although 'regular' hours may be predictable, event days will mean longer days with early starts and/or late finishes so flexibility with a good, positive attitude is key. With our prestigious client base, professionalism and a passion for the industry are key for anyone looking to excel in this role.



JOB DESCRIPTION

OFFICE ADMINISTRATOR

ROLES AND RESPONSIBILITIES - To include but not restricted to:

- PA to management team
- Attend to postal, telephone and email enquiries with a professional and accommodating manner
- Ensure all filing and paperwork is up to date and well organised
- Ensure excellent communication is maintained within the team
- Lead finance administration including:
 - Accounts payable & receivable data entry and processing
 - Customer & Supplier account reconciliations
 - Preparing monthly account reconciliations
 - Maintain customer and supplier contacts databases
- Assist with routine office HR including maintain accurate records for holidays; overtime; timesheets and professional development, as well as take and distribute minutes at all staff and HR meetings
- Evaluate and upgrade Studio, office and administrative processes
- First aider and health and safety representative for the company (training provided if required)
- Day-to-day running of the studio, managing client liaison during live events, purchasing stock where necessary and sourcing new business
- Tracking and analysing your own success and regularly reporting this to the management team
- Maintaining and upholding company data protection and security at all times
- Any other reasonably requested duties as requested by the management.

ESSENTIAL SKILLS

- Minimum GCSE Grade C/5 English and Maths
- Experience with finance and/or hr administration
- Excellent verbal and written communication skills
- Exceptional customer service with an honest, polite and accommodating approach
- Organised with excellent time management skills
- Exceptional thorough approach to working and close attention to detail
- Tenacious and resilient mindset
- 'Can do' and flexible attitude with proactive approach
- Self-motivated, driven style and happy to work alone
- Proven ability to think and work strategically and well under pressure
- Strong team player, adaptable to support varied aspects of the company workload
- Clear awareness of privacy and non-disclosure procedures
- Good IT & Social Media knowledge
- Excellent Microsoft Office skills (Word, Excel, PowerPoint, Outlook)

DESIRABLE SKILLS & EXPERIENCE

- 1 year office administration experience
- Finance administration experience
- Data entry
- Finance software (Quickbooks) experience
- Experience with data analysis and reporting
- Minute taking & distribution
- Event industry experience
- Proven ability in and experience with attracting and securing new business
- Social media and digital marketing
- First Aid (training provided if necessary)
- Confidentiality & Data Protection knowledge
- Small-Medium Businesses experience
- Full, clean, UK driving license