

JOB DESCRIPTION

Position Title: Office Coordinator
Reporting To: Head of Operations
Department: Operations
Location: FRUKT HQ, London

GENERAL SUMMARY

The role of the Office Coordinator is crucial to the smooth running of the office on a daily basis. Broadly speaking, it's the Office Coordinator's job to ensure the office has adequate resources to function and that the daily demands of the office are met.

The Office Coordinator works directly with the Head of Operations and the Senior Management team to ensure that the office is being run to the highest possible standard, allowing the rest of the team to work effectively in their roles.

It's vital that the Office Coordinator is full of energy, have a positive 'can do' attitude that they share and promote with everyone in the office.

OUR PHILOSOPHY

At FRUKT we believe that everything we see or do can become entertainment. Something to experience, capture and share. It's where these things collide that excites us. It's where they meet up that marketing is at its most successful.

In the olden days, consumers expected to have things presented to them. It was a simple arrangement. Our job – any agency's job – was to make a snazzy commercial and some eye-catching posters. A generalisation, but the end goal was for consumers to see them and buy into the brand.

Now, though, consumers have changed. Well, we all have. People are much more savvy, much more aware. Not content with passive interaction (and who can blame us?) if we see something, we want to be able to learn about it, play with it, and view it from more than one place.

At FRUKT we see these interactions as opportunities. A chance to add meaning, to create or enhance a relationship. After all, if you want someone to remember you or like you, it's not enough just to be in the same room as them. You have to be part of the action, strike up a conversation and offer them something of value.

For us, that's something to hang on to and be proud of. Something worth getting right. It's also something that everyone in our global network lives and breathes. The last 13 years have taught us that for brands both great and small (and we've worked with a lot), entertainment and passion are the best way to reach consumers and turn them into fans.

Why us? Because we've got insight, experience and creativity. We've turned entertainment into a science – and we have fun doing it. We go beyond ideas and chat – we follow up and act on things. And most of all, we make things happen.

KEY RESPONSIBILITIES

- Booking company travel and accommodation and training other staff on how to use the travel tool
- Liaising with IT department
- Liaising with the Facilities department for couriers and deliveries
- New starter and freelancer inductions
- Meeting guests / suppliers at reception
- Keeping the office, meeting room and kitchen organised and tidy
- Manage POs and orders for non billable office costs
- Manage and process expenses for Senior Management team
- Office printer maintenance, organising paper and toner refills
- Booking meeting rooms and organising refreshments
- Assistance on external events / FOH etc
- Client gifts and Christmas postings
- Ad Hoc research and projects as required

REQUIREMENTS

- Minimum 2 years' office experience.
- Excellent organisational and time management skills.
- Good written, numeracy and verbal skills.
- Proven ability to adopt a self-motivated, methodical, problem solving approach to work.
- Ability to develop strong working relationships with stakeholders at all levels.
- Dazzling attention to detail.
- Computer literate with Microsoft Office and Mac software experience.
- A flexible and friendly approach
- Specific qualifications are not required for the role
- Keen interest in our industry.

SALARY

On enquiry.

HOW TO APPLY

Please email iwanttowork@wearefrukt.com.