



Office Assistant (£26,000 pa pro rata)
White City, London
Fixed-term (6 months)

We have an exciting opportunity for an Office Assistant to join our team in our fully accessible White City offices, in West London.

You will undertake a wide range of office-related tasks to include welcoming new starters, organising business meeting refreshments, booking taxis and couriers, answering and directing calls, ensuring the office is presentable at all times, a variety of tasks for the production management teams, liaising with the ITV Techzone and Reception, and assisting the Executive and Management team on a day to day basis.

We are looking for someone friendly, enthusiastic and helpful with the initiative to work alone as well as part of a team in a responsive and professional manner. You will have excellent communication and organisation skills, great attention to detail, with the willingness and ability to build excellent working relationships with colleagues across both our offices.

This opportunity will provide an excellent insight into television production and be a pivotal role, right at the centre of the company, with excellent opportunities for the right candidate to move on to a production after the initial contract.

For a full job description and for our Applicant Privacy Policy please visit <https://twofour.co.uk/join-us/>.

Applications in the form of a CV and covering letter should be sent to Shona Galloway at shona.galloway@twofour.co.uk. Closing date: **4th February 2024**

Twofour recognises that people are its greatest asset. Each individual's unique background and life experiences add value to our company and we welcome applications from diverse candidates.



JOB DESCRIPTION

JOB TITLE:	Office Assistant - London
REPORTING TO:	Production Executive - Lucy Blatch
LOCATION:	White City, London

MISSION (MAIN PURPOSE OF JOB):
To support the London office staff (Executives and production staff) with various day to day tasks. To represent the company professionally with a friendly, helpful & responsive manner. To carry out some PA responsibilities for the Management team on a day-to-day basis.

1.	To set up for executive lunch meetings and order breakfasts/ lunches as required.
2.	To work alongside the Production Executive and monitor the assigned seating plan for the office.
3.	To book/arrange couriers, taxis and hire cars for members of staff.
4.	To liaise with ITV office personnel on day to day production requirements for the Twofour section of the office.
5.	To arrange social events as directed by the Management team.
6.	To ensure all requests for information are dealt with in a professional and timely manner.
8.	To go out and buy, collect or deliver things as directed.
9.	To assist with resolving any basic IT and technical issues.
10.	To assist with individual productions - including research, logging, admin tasks and running on shoots.
11.	To greet new starters and those doing work experience, helping to induct them into the workplace.
12.	To liaise with our Devon office for smooth and consistent communications.

Please note that the above list is not exhaustive and you may be required to undertake additional duties of a similar responsibility level as and when required.

COMPETENCIES (PERSON SPECIFICATION)

CRITERIA	ESSENTIAL	DESIRABLE
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Education & Experience	Experience of using email, Word/Google Docs, Excel/Google Sheets.	Experience of any previous entry level jobs in Media, day running or work experience.
Knowledge		Knowledge of the broadcast/media industries.
Specific Skills	<p>High level of accuracy and attention to detail.</p> <p>Ability to deal with a range of people with differing levels of responsibility.</p> <p>Excellent communication skills.</p> <p>Excellent organisational and prioritising skills.</p>	
Personal Attributes	<p>Friendly, polite and personable.</p> <p>Willingness to help people.</p> <p>Sense of urgency and efficiency.</p> <p>Team player with drive, commitment and enthusiasm.</p> <p>Reliable with excellent time-keeping.</p> <p>To be willing to adapt and be flexible with duties and office changes.</p> <p>Professional manner and appearance.</p> <p>To demonstrate professional conduct at all times.</p>	

Over time this job description/person specification may be subject to change as the duties and role evolve.