

Job Title: Personal Assistant & Office Administrator
Reports to: Managing Director / Finance Manager

1. Role

- Assisting the Managing Director by scheduling meetings, managing her diary and overseeing her travel arrangements.
- Support for Finance Manager.
- Responsible for the effective management of the day-to-day operations of the office, facilities-related matters and general support for colleagues.

2. Key Responsibilities

Personal Assistant to the Managing Director

- Organise, maintain diaries and arrange meetings as appropriate.
- Deal with incoming email and post on behalf of the MD, drafting correspondence where necessary.
- Diligent gatekeeper for all incoming MD phone calls, enquiries and requests, handling or liaising with colleagues as appropriate.
- Arrange travel, visas, accommodation, manage travel itineraries, and compile expenses.
- Arranging pre/post-concert activities for the MD, including handling backstage lists.
- Arranging MD presence in internal meetings staff and departmental meetings.
- Attend certain meetings; taking minutes; writing up meeting reports, filing and circulating to relevant staff.
- Manage MD's general and home office technology requirements.

Support for Finance Manager

- Undertaking artist and promoter invoicing.
- Managing company credit card system.
- Assisting with project work as and when required.

Office Administrator

- Answer incoming phone calls, enquiries and requests, handling or liaising with colleagues as appropriate.
- Front of house for office visitors.
- Organising internal staff meetings, company away days and birthdays.
- Maintaining and developing all company supplier relationships.
- Manage IT support to ensure office technology needs are met.
- Maintaining general office upkeep, stationery levels and general facility management.
- Managing the rolling intern.

3. Essential competencies

- High integrity ensuring confidentiality at all times.
- Experience in a comparable PA / Office Administration role.
- Dealing with VIP contacts and the ability to build relationships.
- Great team player, well-organised and have a good attention to detail.
- Work on a large number of tasks at any one time under pressure and tight deadlines.
- Experience of managing tasks under own supervision and prioritise a varied workload.
- Exceptional oral and written communications skills with excellent interpersonal skills.
- IT literate with knowledge of Microsoft Office suite.
- Have an interest in classical music and related art forms.
- Ability to speak and write German will be a distinct advantage.

Salary: Commensurate with experience.

*The closing date for applications is **6pm Friday 10th March**. Please send your cover letter and CV to Kirill Ryabchuk: kirill.ryabchuk@kdschmid.co.uk. Only successful candidates will be contacted for interview.*