

## Office Coordinator

### Opportunity

An exciting opportunity has arisen for an **Office Coordinator** to join the Axis12 team!

Axis12 design, build, host and support products and services for some of the UK's most high profile cultural, government, and media organisations including Southbank Centre, Somerset House, British Film Institute, Tate, Kew Gardens and Royal Museums Greenwich.

We are looking for someone with a pro-active, and energetic approach to managing the day-to-day aspects of our office – someone who can work on their own and take charge and technically 'run' our office.

As you will be involved in many aspects of the business, we need someone who is flexible, efficient, professional, and has previous experience within an office coordinator role.

We expect the office coordinator to be extremely customer service aware, and to be an ambassador of Axis12 to both internal staff and clients from all levels and backgrounds. You will be our office 'go-to' person!

This role will allow you to utilise your exceptional organisational skills to contribute to the success of a successful digital agency in Islington, London.

### Key responsibilities

- Front of House management - responsible for welcoming all guests and deliveries
- Assist Directors with ad-hoc tasks, which could be anything from booking meetings to performing some ad-hoc spreadsheet reconciliation (subject to on the job training, of course!)
- Assist in planning and preparation of meetings, conferences and conference calls
- Manage office supplies including catering, stationery, IT equipment & cleaning goods and ordering replenishments when needed
- Answer incoming calls and emails from clients and customers
- Book travel, both domestic and international including managing visa applications and processes and booking accommodation
- Process expense claims
- Plan Company events such as celebrations, internal drink etc
- Schedule job interviews and assist in interview process

- Organise induction programme for all new joiners
- Ensure all Induction and Onboarding/Offboarding documentation is accurate and up to date
- Responsible for the tidiness and general appearance of the office, ensuring high standards are maintained at all times
- Arrange training sessions when needed
- Prepare PowerPoint presentations and Tender documents as required
- Assist in the delivery of key projects as required

### You'll have:

- Superb communication skills, both verbal and written
- Exceptional organisational, planning and prioritisation skills
- Keen attention to detail
- Intermediate Microsoft Office skills
- Ability to act on initiative and take ownership of tasks
- Pro-active with an enthusiastic can-do attitude & willingness to learn new processes/skills
- Ability to maintain strict confidentiality
- To be a quick learner, able to keep up within a fast-paced environment yet remain positive and composed in any situation

### It would be nice if you had:

- Some experience working in a digital agency

### You'll receive:

- Flexible working environment including occasional remote working
- Flexible start – finish times
- In-house training and development opportunities
- Private healthcare with Vitality
- Optional Pension Plan
- Holiday allowance that increases with longevity

- Company contributions towards gym memberships
- Cycle to work scheme
- Regular staff outings and social events
- Summer work placement (we've gone to Ibiza for the last few years!)
- Well stocked kitchen with coffee-shop style machine and plenty of refreshments

### Want to join us?

Send a CV and cover letter to [jobs@axistwelve.com](mailto:jobs@axistwelve.com), and complete the [video interview](#) on Spark Hire

Please note:

- The video interview is a self-schedule service which you can complete at any time up until the deadline, Friday 13 Sept, 3pm GMT.
- Only applicants who are eligible to work in the UK, will be contacted as part of the shortlisting process.

STRICTLY NO RECRUITMENT AGENCIES.