

## Job Description

**Role:** Office Manager & PA to CEO

**Department:** Admin

**Reports into:** Director of Client Services

**Responsible for:** Receptionist

**Working Hours:** 10am – 6.30pm

## About Us

We're Dewynters. the leading live entertainment marketing agency. Based in central London, we create ground-breaking campaigns that are seen across the world, spanning the fields of theatre, opera, concerts, music, sport, film, comedy and exhibitions.

Our unrivalled creative experience and passion, together with our strategic, digital and data-driven expertise, ensure we always deliver the very best campaigns and results for our clients. Clients include the Royal Shakespeare Company, Nitto ATP Tennis Finals, Les Miserables, Mama Mia!, The Lion King, Kinky Boots, The Book of Mormon, Taste London Festival and Marvel Universe Live!

## About the Role

We are looking for an experienced Office Manager & PA to CEO to join our successful team and ensure our multi-disciplinary plan office environment runs smoothly. This role reports into the Director of Client Services is perfect for someone who is an office all-rounder and loves a wide range of tasks, can use their own initiative and prefers an active role. You will work as part of a busy, friendly team in the heart of London's idyllic West End.

## About You

You will have proven hands-on experience in office and diary management, have the ability to work in a fast-paced environment and prioritise workloads. You will also be able to build strong relationships internally and externally.

## Responsibilities:

### General Office Support

- Stock Kitchens with tea, coffee and sugar
- Stock meeting rooms with glasses, crockery, coffee pods, teabags, soft drinks, sugar and biscuits
- Stock each floor with A3 and A4 paper
- Support with organising events and team/company workshops
- Support the Receptionist in ensuring sufficient cover for reception desk throughout the day

### Facilities Support

- Liaise with building management regarding any issues within and surrounding Wellington House, and representing the company at tenant meetings
- Liaise with IT department regarding problems with copiers, printers or mobile phones
- Manage the office health and safety – overseeing H&S audits, risk assessments and DSE
- Act as the fire drill officer, carrying out annual fire drill and any emergency evacuations, liaising with the building manager and Metropolitan Police when necessary
- Ensure the office is clean, hazard-free and comfortable for all staff
- Manage all maintenance and service contracts from the cleaning contract to the Fire Risk Assessment
- Arrange Contractor permits, method statements and risk assessments
- Manage the office furniture and storage
- Working alongside the receptionist on any office refurbishments and moves projects
- Liaise with HODs to set up new starters work stations

### Diary Management

- Organise and maintain CEO's diary and make appointments
- Organise and attend meetings and ensure the CEO is well prepared for meetings
- To arrange travel and accommodation for the CEO
- Screen phone calls, enquiries and requests and handling them when appropriate
- Deal with incoming emails and post, often corresponding on behalf of the CEO
- Prepare agendas, take minutes at meetings and following up actions
- Liaise with the Account Management Assistant to support with internal and external communications, including occasionally supporting other Senior Managers with travel arrangements

## Skills / Qualifications

- Proven experience in a similar role – ideally in a fast-paced environment
- Competent IT skills including, but not limited to, Microsoft Office Suite
- Experience of health and safety implementation in the workplace, for example, carrying out risk assessments, DSE and fire drills would be highly advantageous, however training can be provided
- Effective communicator and an excellent team player
- Flexible, self-motivated and unflappable, with the ability to be reactive to strategy change
- Highly motivated and organised
- Ability to work effectively within a dynamic team
- Prioritisation and organisational skills – able to demonstrate flexibility with regards to

working hours when required and able to produce a high quality of work within short deadlines

- Strong communication skills
- Possess gravitas and be able to forge strong relationships with internal and external stakeholders at varying levels of seniority
- Able to deal with confidential matters appropriately

## Interested?

If you think this job is for you please send your updated CV and covering letter stating your salary expectations and why you are the right person to: [recruitment@dewynters.com](mailto:recruitment@dewynters.com)

## What can we offer you?

We offer a whole array of benefits including:

- Competitive salary
- 23 days holiday rising to 28 days holiday (includes the Christmas shut -down)
- Flexible working
- Private Medical Insurance
- Enhanced Maternity and Paternity package
- Life Assurance
- Season Ticket Loan
- Cycle2Work Scheme
- Champagne and Sabbaticals for long serving team members
- Christmas and summer parties
- Complimentary massages
- Complimentary fruit
- Five for Five social
- Friday afternoon wind-down drinks
- Complimentary theatre/entertainment tickets