

## **Part time Studio Manager / PA to the Director**

At Oh So Social we are known for being oh so different and this time, we're looking for a unicorn.

We are a small but dynamic highly creative team, offering world-class social media marketing. We are looking for a Studio Manager with exceptional organisational skills to play a key part in the company's growth.

**You will be working behind the scenes to help us stay organised. We need someone who can help with the filing, paperwork, organising and ensuring the team has everything they need to be successful.**

You must be able to manage your own workload and be able to communicate with the wider team to report on progress and feedback.

### **The Team**

At Oh So Social we have two rules; best idea wins and no ars holes, this gives you a very good idea of what it's like to work with us. We are a team of supportive and caring humans with a great sense of humour, and a vibrant, dynamic fun company to work for.

We believe in a true work-life balance and real flexible working, which means some of our team are office based, while others work from home. We have also dropped the traditional 9-5 encouraging our team to work when they feel creative and with a real focus on "work-life balance", which means sometimes we work strange hours. Due to the nature of this role, you will need to be office based, however, hours can be flexible.

We are a small and busy team so this will be a real hands-on role and you will be expected to hit the ground running to help support us through an exciting growth phase in our business.

Working closely with the Director you will have plenty of scope to create ways to ensure the agency runs efficiently day to day and in the future; this includes the use of resources, tools, reporting, planning of projects and client management.

### **Key responsibilities & accountabilities:**

- Digital & paper-based filing
- Client onboarding including sending contracts etc
- HR paperwork including Apprentice paperwork
- Proposal writing and pipeline management
- Making sure the team have everything they need such as ordering supplies
- Updating expenses & mileage
- Diary management
- Answering the phone
- Ensuring documents are up to date
- Updating the CRM
- Booking training & follow-up paperwork
- Travel arrangements

## **Key skills:**

- **Exceptional organisational skills**
- Excellent verbal and written communication skills
- Be an excel wizard
- The ability to herd creatives (this is similar to herding cats)
- Experience in operations or administration roles
- Self-motivated, decision maker who can work with limited supervision
- Adaptable with a creative working approach and able to effectively work under pressure

## **An added bonus would be:**

- Experience with software including HubSpot & Canva
- An understanding of marketing
- The ability to proofread

## **We are:**

- A vibrant dynamic fun team
- Offering flexible working
- A team of supportive and caring humans with a great sense of humour
- We're pretty good at social media and work internationally, our clients range from well-known brands to the NHS and everything in-between
- Offering a range of training and development opportunities
- We are a net zero agency

## **Working hours:**

We expect this role to average 16 hours per week, potentially up to 20 hours per week depending on workload.

## **Salary & Benefits**

- £11.44 per hour
- Flexible working
- Free eye tests
- Regular tasty treats
- Tea, coffee, hot chocolate etc - we even provide the milk in glass bottles
- Regular team outings that normally involve beer
- Staff Rewards package once you've been with us 6 months
- Bonus scheme

**Closing date: Friday 9th February 2024**

**Interview date: Friday 16<sup>th</sup> February 2024**

