

Job Opportunity – Office Manager

Light Fantastic Production Services Ltd provide high quality lighting, audio, video and scenic solutions to the live events industry. Our clients rely on us to deliver bespoke production solutions to a wide range of prestige live events across the UK & Europe.

An opportunity has arisen for an enthusiastic and organised individual to join our team based in Borehamwood, Hertfordshire as office manager. The role will require you to support our production staff by managing a wide range of day-to-day operations within the office.

You must be extremely organised, self motivated, meticulous in your work and able to operate using your own initiative. You must have a 'can-do' attitude, excellent problem solving skills and complete discretion where required.

The position will be varied and will include the following:

Job Duties:

- Reception duties, acting as the first point of contact for incoming calls, and scheduling appointments. Follow up on phone calls and contacts as appropriate
- Answer general emails and postal correspondence with customers and suppliers
- Liaising with external facilities suppliers – office cleaning / utility providers
- Order and maintain office supplies
- Create and raise purchase orders to suppliers and maintain accurate records of supplier payments. Liaise with suppliers regarding invoice queries
- Prepare weekly payment run batches for authorisation by the MD
- Maintain accurate records of customer invoices and implement credit control procedures to chase outstanding invoices
- Assist the MD with the payroll
- Process staff expenses & overtime
- Collating financial information as required for accounting & reporting purposes
- Manage Health and Safety requirements and fire regulations throughout the building
- Manage subscriptions to magazines and trade associations
- Arrange travel and accommodation for staff when required
- Maintain and update company procedures
- Provide administrative support for all staff as needed
- Responsible for managing and maintaining company files and records
- Assist the MD with HR and marketing projects

Continued over...

Skills / Personal Specification

- Ultra organised, with meticulous attention to detail
- Good communicator able to deal confidently with clients, staff & other stakeholders alike
- Good time management skills, able to manage multiple tasks and deliver within set timescales
- Excellent initiative, able to work independently
- A team player, enthused to be part of a growing family
- Knowledge of Xero accounting software & Microsoft Office suite
- Previous experience in the event industry would be advantageous

Salary **£25,000** pa

To apply, please send a CV to careers@lfps.co.uk.