

Job Specification: **Operations Administrator**
Reports to: **Operations Manager**
Date Updated: **11th November 2024**

Job Specification

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.

Due to continued growth an opportunity has arisen for an enthusiastic individual to join our team based in Borehamwood, Hertfordshire, as an Operations Administrator. You will work collaboratively to ensure the efficient delivery of a wide range of live events & projects, providing admin support as required to the wider office team, Office Manager, General Manager and Directors.

In this role you will ensure the provision of key services including logistics, crewing, trucking and as directed by the requirements of our Project Management team. A positive can-do attitude is essential, and you must be enthusiastic, proactive, eloquent and comfortable communicating with both internal and external stakeholders by phone, email and in person. You will also be computer literate with excellent interpersonal skills, work well within a team environment and have a good sense of humour. Our work can be fast paced so you must be comfortable working under pressure to meet deadlines.

This is a great opportunity for the right candidate to join a friendly and passionate team that thrives on a challenge. We'll reward you with a generous salary, opportunities for personal growth and a fun working environment with a group of people who care.

Company benefits include:

- 30 days paid holiday (including public holidays)
- Personal private healthcare plan
- Personal private dental cover
- Enhanced company pension
- Company laptop & mobile phone
- Long service reward scheme
- £50 annual birthday gift
- Staff facilities including fresh ground coffee, vending machine & pool table
- Weekly snacks & 'Fresh Fruit Fridays'
- Ongoing specific training opportunities

Job Specification: **Operations Administrator**
Reports to: **Operations Manager**
Date Updated: **11th November 2024**

Job Specification

Responsibilities:

- Booking external & internal crew for events
- Build & maintain relationships with freelance crew & local crew suppliers, understanding their skills and capabilities
- Ensure data relating to freelance crew in the database is complete and accurate
- Booking / scheduling internal and external vehicles / trucking for events
- Build & maintain relationships with external transport suppliers
- Arrange travel and accommodation for staff when required
- Booking ad-hoc items for events – crew catering, etc
- Generate & send out purchase orders for external services
- Generate & pre-populate crew briefs with transport and crew details
- Provide administrative support as and when required as directed by your Line Manager
- Reception duties, acting as a point of contact for incoming calls, and scheduling appointments. Follow up on phone calls and contacts as appropriate
- Champion and promote best practice in all areas of project delivery
- Operate within all LPFS protocols and procedures
- Adopt a positive, can-do attitude to all challenges
- Act as an ambassador for the company at all times
- Support the Senior Leadership Team in developing processes and procedures to improve all aspects of the company's operations
- Undertake any other tasks as reasonably requested by the Senior Leadership Team