

Job Specification: **Operations Administrator**

Reports to: **Operations Manager**

Date Updated: **7th April 2022**

Page: **1 of 2**

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 in the role of Operations Administrator.

Based at our premises in Borehamwood, Hertfordshire you will support our Operations team in ensuring the efficient delivery of a wide range of live events. You will also provide 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 equipment sub hire as directed by the requirements of our Project Management team.

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:

- Personal Private Healthcare provided by BUPA
- Company Pension
- 30 days paid holiday (including Public Holidays)
- Employee Reward & Recognition Scheme
- Company laptop
- Cash birthday gift
- Staff facilities including fresh ground coffee, vending machine & pool table

Responsibilities

Core

- Booking external & internal crew for events
- Booking internal and external vehicles, trucking for events
- Booking ad-hoc items for events – crew food, etc.

Ad-hoc

- 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
- Order and maintain office supplies when required
- Arrange travel and accommodation for staff when required