

Background

Culture Creative [CCL] work predominately outdoors, and produce site-specific cultural events. In partnership with Sony Music we deliver winter festival illuminated experiences worldwide, and alongside a multitude of other clients one-off and annual events in the UK. We are currently expanding and are looking for an office administrator to join the Business Team at our office in Belford, Northumberland.

**The Role**

This is a fast-paced role, and the successful candidate will work closely with our busy teams, supporting them with their day-to-day administration. The successful candidate will perform and support a wide range of general administration tasks that include, but are not limited to:

- Assist in the preparation and management of contracts for:
 - o Associate Producers
 - o Production Managers
 - o Event Managers
 - o Lighting Designers
 - o Artists
 - o Crew
- Travel and accommodation bookings including:
 - o Hire cars
 - o Trains
 - o Flights
 - o Hotels
- Finance processing and budget management including:
 - o Reconciling invoices to Purchase Orders and Budget ensuring the purchase order value is not breached
 - o Query resolution with contracted teams and/or suppliers, understanding when to escalate issues
 - o Daily upload of invoice's to AutoEntry
 - o Update payment schedules to ensure suppliers are paid in accordance with our terms
 - o Filing of paid invoices
 - o Daily updating of budgets from information on purchase orders and invoices
 - o Manage individuals' expenditure on the Expend card system
 - o Create purchase orders as requested
- Review the extensive database of "show" reports, alerting the Business Operations Manager/Head of Business Operations of any anomalies
- General Office duties
 - o Answering the telephone and directing enquiries as necessary
 - o Maintaining appropriate levels of office supplies
 - o Making ad-hoc purchase as requested

Personality Profile

The successful candidate will need to demonstrate the following skills and experience:

Essential:

- Relevant experience in administration
- Excellent interpersonal skills
- Ability to work under pressure and deliver to timescales
- Excellent IT skills
- Ability to learn new software packages
- Hardworking and diligent
- Adaptable – flexible in approach and quick to learn
- Strong literacy and numeracy skills
- Ability to work on own initiative and multi-task
- Strong team player who is engaging and positive

Desirable:

- Experience of using Apple equipment
- Experience of using QuickBooks

Personality Profile

In addition to these skills and experience you will be self-motivated and organised with the ability to communicate clearly and with excellent attention to detail. As the first point of contact in the organisation, you will be confident in building relationships, always acting professionally and with integrity.

This is an exciting chance to be part of our expanding team delivering events to a worldwide audience. In return we offer a salary of £22,000.00 and 28-days annual leave including bank holidays.

If you possess the experience, passion, and determination to make a positive contribution then we would love to hear from you. Please submit your CV and a covering letter to jobs@culturecreative.co.uk by close of business Monday 6th June 2022.

