100%Open

Studio Coordinator

OVERVIEW

Soon 10 years old, 100%Open is the world's leading open innovation agency. We help create new products and services by connecting large organisations to the best people, ideas and technologies in the world.

Our tight-knit group of strategists, designers, scientists and creative thinkers are equally at home working for corporates, charities or government organisations. The diversity of our work and our team means we're always learning and developing our approach.

THE ROLE

We are currently recruiting for a proactive, organised and personable Studio Coordinator, who will work closely with the CEO and the rest of the team to ensure that the studio runs smoothly. Supporting with the finance, HR and IT functions and studio management, our ideal candidate will be an excellent communicator online and in person, software savvy (experience with Xero is a must) and self-motivated. You should be highly numerate and confident working with spreadsheets and data.

KEY RESPONSIBILITIES

- Financial support
    - Supporting with financial data entry, including inputting and filing receipts and invoices
    - Entering costs and raising POs and invoices in Xero
    - Tracking and monitoring expenditure for stationery, travel etc.
    - Paying bills once approved using online banking
    - Collating and inputting expenses for team
    - Tracking petty cash
- HR support
    - Ensuring all new staff are inducted and issued with necessary documents and keys
    - Updating and tracking holiday, TOIL and sick leave calendars
    - Generating reports from project management and financial software (training will be provided)
- General studio support
    - Monitoring and ordering studio stationery and other studio suppliers, maintaining an inventory
    - Booking meeting rooms for team as necessary
    - Answering phones and taking messages
    - Supporting with IT requirements, including ensuring new hardware and software is ordered and outsourcing any troubleshooting/maintenance

- o   Overseeing studio maintenance and tidiness, including furniture, art, plants etc.
- o   Supporting with event planning and logistics as necessary
- Studio social activity
  - o   Liaising with the co-working space and building links with other community members
  - o   Supporting with social media updates
  - o   Supporting with organisation of social activities for team
- General studio support
  - o   Monitoring and ordering studio stationery and other studio suppliers, maintaining an inventory
  - o   Booking meeting rooms for team as necessary
  - o   Answering phones and taking messages
  - o   Supporting with IT requirements, including ensuring new hardware and software is ordered and outsourcing any troubleshooting/maintenance
  - o   Overseeing studio maintenance and tidiness, including furniture, art, plants etc.
  - o   Supporting with event planning and logistics as necessary

KEY SKILLS

- Highly organised, able to manage their own time well and juggle multiple tasks
- Highly numerate, with extensive experience of using spreadsheets
- Excellent communication skills, and confident in communicating verbally, in writing, and in person
- A collaborative team player, able to offer support to others, and ask for help when required
- Proactive and self-motivated
- Proficient IT skills, including confident use of all Microsoft Office applications

PARTICULARS

- Salary: £21-£23,000 depending on experience
- We work 0930 - 1800 in our London studio inside WeWork Aldwych.
- You must be eligible to live and work in the UK to apply for this role
- Closing date for applications is 9th June 2017

To apply please email heli@100open.com with your CV and a cover letter explaining why you believe you are well suited to joining the 100%Open team.

We look forward to hearing from you!

PS: Recruiters, we will ignore your emails.