

Office and Operations Coordinator London

It's great to meet *you*.

A curious and confident mind with loads of initiative, a strong work ethic and a desire to learn
A great team player with a "Can Do" positive and resourceful approach to your work
An amazingly organised individual, with high accuracy and attention to detail
A warm and professional communicator, great at talking to people with a good sense of humour.

Our pitch to *you*.

Our people underpin everything that we do, and we believe that the strongest performing teams are inclusive of individuals who come from different backgrounds and with different experiences. This entry level position would be a great opportunity for you to build a career in office management or business operations and to join our global family of talent .

Your single reason for being.

To support the Operations team along with ensuring the smooth running of the office on a day-to-day basis.

The hats *you'll* need to wear.

You'll support the smooth running of our new Shoreditch office by overseeing the desk booking calendar, co-ordinating staff access passes, and liaising with reception and the building support team to book meeting rooms, catering and register guests.

Carry out general office administration, monitor and order office stationery, handle incoming and outgoing post, and scan, distribute and electronically file correspondence and documentation.

You'll support our Operations Director with a wide range of duties including HR, recruitment, finance and contract management.

You'll help create a social calendar by circulating information about local events, researching new venues and team building activities, and organising social events.

Be an ambassador for our employer brand by creating content for our internal newsletter, and social media accounts to paint a picture of what working at Foresight Factory is like.

You'll provide an extra pair of hands across the business from helping marketing with events, and our account teams with workshop preparation.

You will help book meetings and organise travel for our senior management team and the wider business as needed.

You'll consistently seek out opportunities to learn about the company's operating functions to include HR, finance, and marketing, and actively develop new skills to support them.

Why we should hire **you**.

You have previous experience in an office environment

You have excellent IT skills, and know your way round Microsoft Teams, Word, Excel, PowerPoint and Outlook.

You have a desire to learn and develop new skills to improve your work performance and add value to your role

You are detail obsessed and a strong communicator both written and verbal.

You have good time management skills and are happy to be flexible to meet the needs of the business.

You are inquisitive and determined to understand what makes our company tick, so you can outperform expectation.

The rewards for being **you**.

- A competitive base salary
- Performance bonus scheme
- Workplace pension
- Flexible/hybrid working/work-study support
- Co-working office in Shoreditch, with a gym and other benefits.
- 25 days' holiday plus public holidays
- Additional time off between Christmas and New Year in addition to you holiday allowance
- Cycle to work and personal tech schemes
- Wellbeing support programme
- We're a social bunch, who like to work hard and laugh hard.

Have we convinced **you**? What do the team say?

"Every single day is stimulating - always challenging with new brain fodder at every turn"

"We're fun and informal, not corporate, but still serious and committed to delivering excellence"

"We are never the boring one at the dinner table - always a perspective to add"

"We're curious and outspoken, on the good end of crazy!"

"There's room for creativity and opportunity at all levels"

"We do not like standing still. We aim to be 5 steps ahead in the future"

If we sound like the kind of company you would like to be part of, please send your CV and a covering letter (including any salary expectations) to careers@foresightfactory.co