

Team Vacancy

Role at Chambers:	Office Manager & Assistant
Hours:	Full time plus occasional out of office hours as required
Location:	Covent Garden
Start date:	ASAP
About the company:	Chambers Management is a boutique agency managing high profile and emerging clients from the competitive world of stand-up comedy. Our touring department, Chambers Touring, promotes live tours across UK theatres and arenas and in conjunction with local promoters throughout the world, and is one of the most respected and successful live comedy promoters operating in the UK.
About the Position:	Based in our open plan Covent Garden offices your role would primarily be to support the MD in her work and personal admin but also manage the day to day running of the Chambers office and some PA work for certain clients. We are looking for someone with PA experience of ideally 3+ years with some previous experience of working in a media or TV company. One of the benefits of a working in a boutique agency is that you will have a varied role with the chance to learn about other aspects of the company.
Responsibilities include:	<ul style="list-style-type: none"> ▪ Comprehensive daily diary management for the MD including efficient scheduling of meetings and engagements with clients and industry associates ▪ Regular travel arrangements for the MD for business purposes, including foreign visas and passport applications ▪ Management of personal matters for the MD, including holidays, admin and social engagements ▪ Some ad hoc support to our clients including management of diary, personal appointments, social engagements, travel etc. ▪ First point of contact and gatekeeper for the Chambers office including phone and email enquiries ▪ Maintenance of the Chambers office including consumables, equipment, supplier liaison and refurbishment projects ▪ Coordination of personnel matters including staff appraisals, overseeing recruitment of new staff and health and safety policies ▪ Maintenance of office efficiency by planning and implementing new systems and procedures ▪ Management of the Chambers office ensuring we have a tidy, organised, and positive environment to work in
Candidate requirements:	<ul style="list-style-type: none"> ▪ Proactive and efficient diary management skills ▪ Excellent organisational skills and attention to detail ▪ Client liaison and external relationship building in a professional but warm manner ▪ Hard working and calm under pressure ▪ A positive 'can do' attitude ▪ A discreet and trustworthy manner when dealing with internal HR matters ▪ Absolute confidentiality and discretion when dealing with client matters ▪ A keen interest in the entertainment and ideally comedy industry
Desirable experience & attributes:	<ul style="list-style-type: none"> ▪ Experience of working with high profile clients and entertainment personalities ▪ Experience of working in a media or TV company

