

BNC RECRUITMENT

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Project Assistant/Assistant Producer

-REF BNC 181

Introduction

This international creative production agency produces a broad range of creative projects directly with clients including Advertising Week, Amazon, Condé Nast, Hulu, MediaLink, Oath, Shutterstock and Snapchat.

Always looking to push creative boundaries, try new products, processes and materials and create industry talking points it mixes creativity with a practical head, always offering solutions that fit within budget and within brief.

Projects include brand activations, exhibitions, launches, experiential, pop-ups, gala dinners and high-end private events in the UK, US and Europe

We are looking for a full-time, London-based Project Assistant who can join and grow within our talented team of 20 hardworking, insightful, creative and fun professionals. They will need to work efficiently across multiple projects with both clients and team members spread across multiple time zones in Europe and the USA

You will be required to travel globally at times. Our head office is in Farringdon, London with satellite offices in DUMBO, New York and Santa Monica.

The Role

The values we must deliver on, and you must possess as a candidate, are:

- **Confident**
- **Creative**
- **Innovative**
- **Detailed**
- **Quality**
- **Collaborative**

We are a small team so support each other, multi task and are 'all hands-on deck' when required

Job Overview

What is the purpose of the job?

To support the Project team and other teams in the office to ensure effective and timely delivery of project needs. Assisting with the planning, management, execution and close out of projects in conjunction the project managers.

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01344 771 159
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To use the relevant systems, such as Procim to ensure accurate and appropriate cost preparation and control.

What do you have to achieve?

- An efficient support service to the team
- Input into successful and profitable projects

Job Activities – what do you have to do?

- Assist when required with office administration tasks such as ordering office equipment, managing suppliers such as cleaners, internet support, taking deliveries, taking and directing phone calls or visitors etc
- Effectively learn and manage Procim inputs to include expenses, timesheets, costs into budgets
- Assist finance manager including processing purchase invoices and expenses with relevant members of the team
- Create and manage appropriate project documentation including furniture lists, items for storage following de-rig, meeting agendas etc
- Arrange and attend internal and external meetings for project catch ups where required
- Take notes in internal and external meetings and circulate clear and concise notes
- Conduct venue searches and other project research which may include furniture, dressings, staffing
- Collate information including imagery and costs in a clear and concise way
- Arrange bookings as required by project and production team
- Support with travel bookings for events where required
- Assist on-site at events as required
- Assists at warehouse where required
- You may be at time required to manage your own small projects from start to finish with regular input and sign off from Senior members of the team

What are the skills required?

- Clear communication skills
- A flexible approach with the ability to multi task
- Good time management skills
- Strong research skills
- Understanding of creative, design and production technology
- Detailed and thorough

What technical knowledge do you need?

- Competent use of Microsoft Office Word, Excel, Outlook, PowerPoint, Apple Keynote and Cloud Computing Applications

Please submit CVs to Melissa Paulden at The BNC:

melissapaulden@thebnc.co.uk

who will then forward all appropriate candidates to the hiring company.

PLEASE QUOTE REFERENCE BNC181