

The word "FOCUS" is written in a clean, white, sans-serif font. The letters are partially overlaid by a series of thin, orange, wavy lines that create a sense of motion and depth, resembling a stylized wave or a signal waveform. The lines are most prominent around the 'O' and 'S' and extend across the entire word.

FOCUS

Events Administrator - Job Description



Precision technical production is in our DNA

Focus was set up in 2006 by Dom Watson, with the founding ethos to deliver nothing less than excellence in event lighting and production.

Over the years Focus has expanded to offer precision expertise in every area of event technical production: lighting, sound, staging, AV and project management. We've grown our team, outgrown our original premises, invested in the best equipment and proven our credentials by featuring year after year as an accredited supplier to London's premier venues.

But our ethos remains the same. We work to impeccable standards, love to stretch ourselves and take pride in the number of UK and international clients who repeatedly turn to Focus to deliver their most prestigious and technically demanding events.

The Role:

With our continued success and growth after the pandemic, Focus is looking to expand its team and the role of Events Administrator is vital in the smooth running of the office. This role will suit individuals who have strong logistical and organisational skills with an eye for detail, the ability to work to tight deadlines and effectively time manage. A calm, proactive and organised attitude is needed in this pressured but rewarding role.

Job Specifics:

- Dealing with Office Management administrative tasks
- Providing administrative support to all members of the team
- Creating and sending invoices to client and suppliers
- Assisting Production Managers on a job-by-job basis
- Assisting with the running of social media and website content
- Assisting with the booking of freelance and local crew
- Coordinating all associated job admin (eg. security details for the crew and venues, RAMs etc.)
- Processing crew invoices to ensure prompt payment
- Financial administration including raising invoices and issuing purchase orders
- Diary management and arranging meetings
- Assisting with planning and arranging events
- Day to day office management including maintaining office supplies, liaising with building landlord, office policy compliance
- Organising post, photocopying and filing, and answering inbound calls
- Liaising with external contractors for the provision of event supplies and services
- Supporting website functions and updating social media profiles
- Working closely with internal teams to provide support across the board

FOCUS PRODUCTIONS LIMITED

Unit 3 Puma Trade Park, 145 Morden Road, Mitcham, London, CR4 4DG
T: 020 8542 9221 • E: dom@focus.productions • W: focus.productions
Registered Office: 41 South Croxted Road, London SE21 8AZ • Registered No: 057 95643



Requirements:

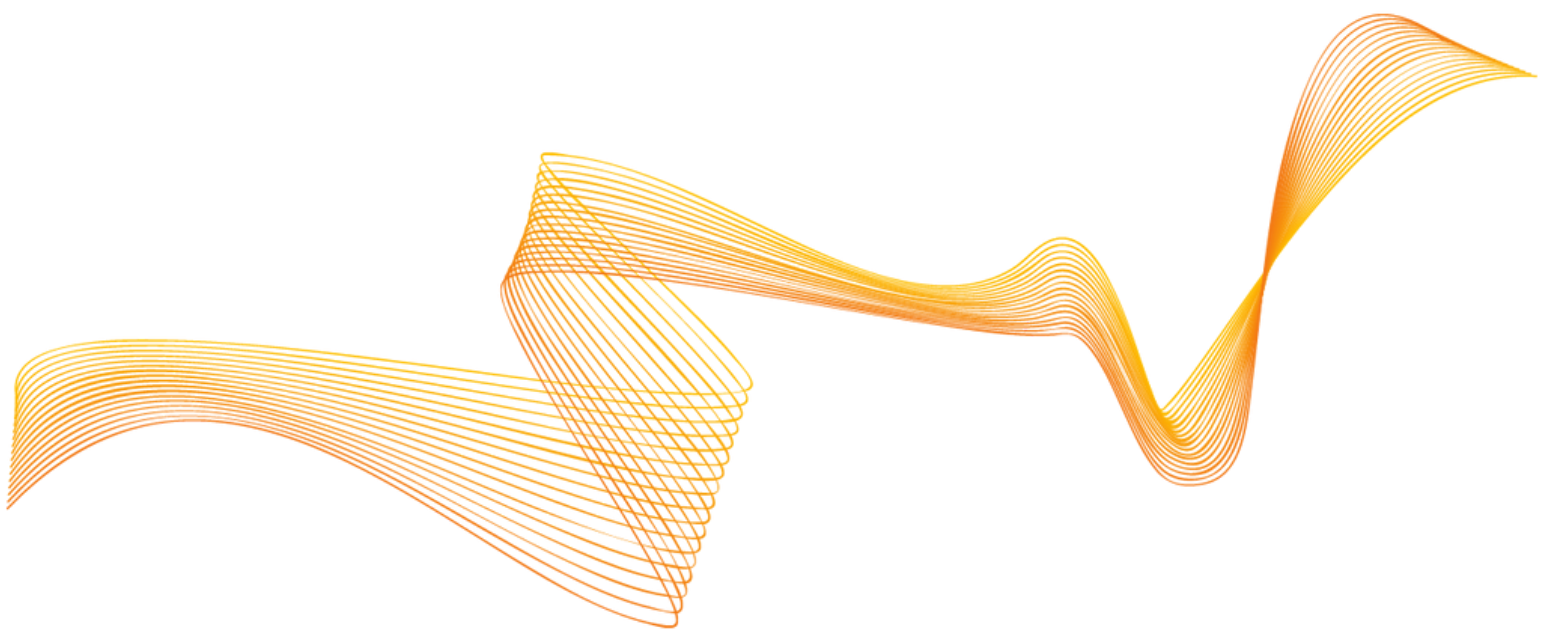
- Strong office, administration, and computer skills (Word, Excel, Current RMS, PandaDoc etc.). Training will be offered if necessary
- Flexibility and ability to work under pressure efficiently
- Enthusiastic and willing approach to work
- Ability to work independently and as a member of a team
- Keen organisational skills, an eye for detail and excellent time management skills
- Knowledge of social media, content planning and community management
- Good telephone manner
- Ability to travel to offices in Morden

Hours:

- 9.30am – 5.30pm Monday – Friday.

Salary and Benefits:

- Depending on experience
- Flexi / Hybrid working option
- 28 days annual leave inclusive of Bank Holidays
- Career growth opportunities



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