

## JOB DESCRIPTION

# Studio Administrator

**LINE MANAGEMENT: Operations Manager - Katinka Muijlwijk**

HarrimanSteel is an independent creative agency. We believe in Creativity with Purpose. In using creative thinking to affect change and deliver impact. Pivotal to our business is developing strategic creative solutions that move the dial, and then crafting the output with meticulous precision, passion and care. We challenge our staff to think laterally, to exceed expectations and to always deliver best in class. Our clients include Nike, Jordan, Patagonia, TOMS, Intersport, Uber and more...

This role is for a super organised individual who wants to grow their experience in the creative industry and channel their meticulous attention to detail into an independent creative agency. You'll be passionate about making the studio hum efficiently and play a pivotal role in maintaining company culture. You're the type to roll up your sleeves, see what needs to be done and take action.

### TASKS

Management of the studio:

- Ordering groceries
- Opening mail & receiving packages
- Answering studio phone and responding to the company admin emails
- Monitoring & ordering supplies
- Organising birthdays and studio events
- Oversee / manage studio equipment
- Ensure the studio is clean and maintained to a high standard
- Studio health & safety / BHV officer
- Managing studio lease and utilities

Support the Ops Manager in day to day administration:

- Generating PO's
- Onboarding new staff / freelancers
- Filing paperwork, record keeping
- Travel arrangements for staff

### REQUIREMENTS

Fluent in English, Dutch a bonus

Strong written communication skills

Intermediate + knowledge of Microsoft suite

2+ years in similar role

### NICE TO HAVES

Interest in Amsterdam city culture, be it music, food or fashion

Interest in creativity and the arts

### TO APPLY

Please email your CV to [jobs@harrimansteel.com](mailto:jobs@harrimansteel.com) with the title: STUDIO ADMIN APPLICATION. Please include a cover letter with a statement on why you would like to join the team and what you're looking for, along with start date availability and salary expectations.