

## HARRIMANSTEEL JOB DESCRIPTION

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# Studio Administrator

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### ABOUT US

HarrimanSteel is an independent creative agency that focuses on delivering positive change and impact through creative thinking. We are a purpose driven organisation whose mission is to challenge the status quo by partnering with like-minded brands. Pivotal to our business is developing strategic, creative solutions that move the dial; and then crafting output with meticulous precision, passion, and care. Our clients include Nike, Intersport, Uber, & more.

### ROLE OVERVIEW

This role is for a super organised individual who wants to grow their experience in the creative industry and ultimately move towards a Project Management role. You're the type to roll up your sleeves, see what needs to be done, take the initiative and take action. You are meticulous when it comes to the finer details. You'll be passionate about making the studio hum efficiently and play a pivotal role in maintaining company culture.

Not a single day will be the same for you as Studio Administrator for HarrimanSteel. You'll work closely together with our Operations Manager and middle management. You'll be the link between translating our culture, values and processes into smooth daily operations and providing the best employee experience. You'll be continuously thinking of efficiencies and new ways to make our employees happy and motivated within the company. You'll be one step ahead at all times, knowing exactly what is needed and what could be the next thing to improve.

### LINE MANAGEMENT

Operations Manager and ECD's

### ROLE REQUIREMENTS

- 2+ years experience in office/project/event management or similar.
- Social, enthusiastic, hands-on
- Fluent English, conversational Dutch
- Strong written communication skills
- Strong organisational skills and keen eye for details
- Intermediate knowledge of IT systems (Microsoft suite/Google drive/project management/etc)
- Interest in Amsterdam city culture, music, food or fashion
- Interest in creativity and the arts

### Task breakdown

Management of the studio:

- Ordering groceries and team lunches for staff or client meetings
- Opening mail & receiving packages
- Answering studio phone and responding to the company admin emails
- Monitoring & ordering office supplies and equipment
- Ensure the studio is clean, presentable and maintained to a high standard
- Oversee studio health & safety compliance / BHV officer
- Managing studio rental lease, utilities and maintenance

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Support the Ops Manager in day to day administration:

- Support with onboarding and welcoming new staff / freelancers
- Support with onboarding and implementation of new systems/platforms
- Support with process and policy improvements and best practices
- Monitoring and researching cost savings measures and better efficiencies
- Filing paperwork, record keeping, clearing financial statements
- Travel arrangements for staff

Community/HR:

- Organising birthday gifts, celebrations, and team social events
- Implement internal satisfaction surveys
- Provide weekly team cocktails/drinks
- Plan and supervise educational and professional development events for the wider team
- Ensure and encourage a safe, fun and open environment for the whole team.

## OFFER

- Competitive salary.
- Intention to move into a PM role or similar within 2 years.
- 28 days holiday per year, exclusive of bank holidays.
- Mental health and community volunteer days.
- Subsidised ClassPass membership.
- A kitchen full of healthy snacks.
- A double-story office on the iconic Herengracht.
- 6-month performance reviews and personal development plans.
- Regular out-of-office team social activities.
- Working with a friendly, creative, and international bunch of people.
- Monthly team lunches.
- Friday borrel.

## TERMS

Initial 12-month contract. Salary DOE

## TO APPLY

Please email [jobs@harrimansteel.com](mailto:jobs@harrimansteel.com) with the subject STUDIO ADMIN APPLICATION and supply the following:

- Email or covering letter with a brief outline why you are applying.
- CV with relevant experience and references.

## APPLICATION PROCESS

Your application will be reviewed by our operations manager or ECD.

If your application is shortlisted, we will invite you for an initial interview. If successful, we will arrange up to 3 additional interviews. If unsuccessful after the interview process, we will inform you by email and provide feedback upon request.

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Due to the high volume of applicants, if you have not heard from us within 4 weeks, your application unfortunately did not make it to the shortlist. We understand this can be disappointing, however our website is regularly updated with new jobs so do keep an eye out. We welcome you to apply to other positions that may interest you.

### **TOGETHER WE CREATE A MORE INCLUSIVE FUTURE**

We are an equal opportunity employer and are committed to promoting diversity and inclusion among our workforce through stringent policy. It's not about where you come from, what your religion is, or what beliefs you bring with you. It's about sharing the same values as us, and being in-line with our vision, mission, and purpose. Disclosure of any disabilities will not affect our hiring decisions. If you need any assistance with your application, please do not hesitate to reach out to us.