



POSITION DESCRIPTION

JOB TITLE	Office Coordinator / Agents' Assistant
REPORTS TO	Chief Executive Officer (CEO)

Position Overview

To provide administration and reception assistance to the HMMG team to support them in delivering service excellence to HMMG clients.

Position responsibilities

- Provide administrative support including diary management to the CEO and Agents
- Oversee the smooth running of the office including answering the phones, greeting guests, ordering supplies, and maintaining kitchen and office facilities and equipment
- Manage the company email inbox, calendar and database
- Coordinate incoming requests for agency representation, research and collate background materials, and provide information to CEO for evaluation.
- Create and populate a content calendar for HMMG's website, Facebook, Twitter and Instagram assets.
- Coordinate reports for work-in-progress meetings
- As directed distribute client email updates following WIP meetings
- Assist the CEO with travel and logistics requirements and as directed for clients
- Be proactive in researching and presenting ideas and opportunities that will achieve positive exposure for the company and clients
- Be first point of contact for communications with Fox Studios Help Desk.

EXPERIENCE, ATTRIBUTES AND SKILLS

- Relevant tertiary qualification (communications, events, business) desirable
- Minimum 2 years office experience
- Strong general computer skills in Outlook, Windows, Word ,Excel and PowerPoint
- Interest in Entertainment/Management Industry
- Savvy with Social Media
- Strong communication skills both written and verbal
- Demonstrated ability to work effectively independently or in a team
- Strong interpersonal skills
- Initiative and ability to make decisions
- Friendly can-do attitude with both internal and external stakeholders
- Experience working with confidential information with discretion
- Works with a sense of urgency

Key Relationships

Reports to:	Chief Executive Officer
Works with:	HMMG colleagues
External:	Present as positive and professional at all times