



Beatfreeks

Office Administrator- Role & Responsibilities

As Office Administrator your role is to support across the organisations administration needs and develop existing processes. You will work with the Director of Client Relations & Operations and Head of Research to refine and improve the internal operating systems of the organisation.

You must be; a self-starter, hold a high standard of work, be a confident communicator and be able to get stuck in when needed!

Key Responsibilities:

Your accountabilities are:

- Cross function operational support, during a key transition period
- Ensuring the ongoing management of documentation, both internally and in client ready environments
- Create client ready documents as and when required, as directed by Director of Client Relations & Operations and Head of Research
- Provide accounting support to Finance Manager, monitoring invoice profiles and managing the expenses system
- Support the CRM system management, creating an ongoing evaluation process
- Budget management support for Director of Client Relations & Operations and Head of Research
- Provide support to PR & Marketing for the business, this may include social media channels
- Provide support as required for ongoing projects, this may include communications to participants and bursary payments
- Provide support for PR & Marketing of projects, including supporting recruitment of new and known participants, this may include direct communication and social media advertising
- Complete sector research as required to support new business development
- Ensure we are always adhering to the latest governance including GDPR, advertising standards and participant consents
- Desirable but not compulsory that you are familiar with Xero and Hubdoc



Essential skills:

- Understanding of the key administrative areas that are required for a successful business
- Understanding of financial processes and experience of working with a finance function
- Passionate about working diligently and effectively
- Excellent time management
- Fantastic communication skills across the board - to clients, to the team and to the public
- Ability to flag and escalate concerns, alongside problem solving
- Extremely well organized and able to work efficiently, with a strong attention to detail
- Motivated and resilient - able to deal with bounce backs and maintain a positive attitude

Why Beatfreeks?

Beatfreeks is an insight and strategy agency specialising in scaling relevance with young and diverse audiences.

We are experts in Gen Z and Millennial Trends and Insights, connecting brands and institutions to the largest generations in human history through world-class research, and actionable strategy.

We are looking for a purpose driven individual, eager to support a growing business.

The details

Status: Permanent, part time role

Salary: £35,000 pro-rata.

Working arrangement:

- Primarily remote working with occasional requirement to travel to Birmingham office
- Flexible work arrangement anticipate one day a week, but we appreciate ability to flex according to business needs



How to apply?

Key information

Deadline for applications is Friday 28th June, 5PM . Virtual interviews to follow, with a possibility of a second stage interview in person.

The role is due to commence ASAP after the offer has been made but we can be flexible with the start date depending on your prior commitments.

Process

Please send a CV (including two references) and covering note that highlights why you're a fit for the role to - sinead@beatfreaks.com with 'Office Administrator' in the subject line.

Hiring Policy

We're not just committed to being an equal opportunity employer, we actively celebrate diversity in all its forms.

We actively welcome and want to hear from applicants who are marginalised. If you aren't sure if this is for you and are cautious about putting yourself out there (we've been there...) then do reach out to Sinead at sinead@beatfreaks.com

Let us know if we can do anything to make the application or interview process more accessible.

Please note, proof of the right to work in the UK and DBS check will be required.