

COMPANY:	Mainyard Studios
POST:	Administration Assistant
START DATE:	ASAP
LOCATION:	90-94 Wallis Rd, London E9 5LN (3 vacancies) 35 Bow Road E3 2AD (1 vacancy)
APPRENTICESHIP	Business Administration L3 (18 months)
WORKING HOURS:	37 hour per week Monday 9 to 6pm Tuesday – paid Training Wednesday 9 to 6pm Thursday 9 to 6pm Friday 9 to 5pm
SALARY:	£7 per hour

The Company

We know it is hard to run a business, let alone grow one profitably. That's why at Mainyard Studios, we make it our business to deliver the **best value coworking spaces, private offices, maker spaces, music studios and podcast rooms** by providing environments that support **productivity** and **growth** and by striving to offer the **best value rents** compared to other multi-site workspace providers.

The Role

The responsibilities of the role are to support and engage with different parts of the organisation and interact with internal or external customers. With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.

The business administrator is expected to deliver their responsibilities efficiently and with integrity – showing a positive attitude. The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills.

Duties and Responsibilities:

- Replying & sending emails
- Communicating information with the resident
- Ensuring paperwork are uploaded and up to date
- Mail sorting
- Setting up new users and sending invoices
- Chasing payment
- Stock management

- Data collection
- Budget management

Sales:

- Renewing contract
- Increase rent
- Upgrade resident spaces
Get resident to upgrade for bigger spaces
- Get referral
- Use Facebook group to find partnership

Health & Safety:

- Get a full training in H&S
- Follow procedure
- Report and follow up
- Remind the resident
- Stay on the top of the cleaning checklist
- Follow opening and closing procedure
- Building Maintenance management

Community:

- Attending and helping organising networking events
- Get to know the resident, their business and challenges
- Encourage and facilitate networking
- Keep the space picture perfect
- Keep the space tidy and organise as much as front than back of house

Desired Skills

- Show initiative
- Managing priorities and good time management
- Problem-solving skills
- Good decision-making
- Display potential for people management responsibilities through mentoring or coaching others

Desired Personal Skills

- Passionate about making a real difference in our organisation

Desired qualification

- Maths GCSE grade A*-C or 9-4 or equivalent or Functional Skills Level 2
- English GCSE grade A*-C or 9-4 or equivalent or Functional Skills Level 2

Future Prospects

- Access to more than 50 self-development books on audible
- Book Club meeting
- Sales training
- Coaching session with Tony Robbins best coach: Steve
- 1 to 1 with manager
- Quarterly appraisal