



## Office/ Studio Manager and Team Co-Ordinator

**LEADERS**, a subsidiary of Leaders Group LLC, is the premium event and content platform for leaders in world sport. Our purpose is to catalyse conversations which drive the industry forward by connecting the best people, sharing the best ideas and championing excellence all over the world. With physical and digital events taking place across 3 continents, as well as a series of workshops and networking opportunities, Leaders are the trusted source of insight, learning and inspiration for decision makers, on and off the field, in sport.

Leaders are looking for a friendly, organised and enthusiastic Office/ Studio Manager & Team Co-Ordinator to be the face of our company as the first stage of communication, as well as be responsible for creating an environment, physically & virtually, that is first class for all who interact with Leaders – visitors and team members alike.

The candidate will have excellent interpersonal skills, be extremely well organised, possess creativity, resourcefulness and resilience, and have a hunger to be a core member of a fast paced team.

### **The key areas of responsibility will be;**

Office & Studio Management & Administration  
People and operational support  
Project management of internal initiatives  
Key client/ customer service

### **Typical tasks and projects you'll work on;**

- ✦ Help the organisation realise the full opportunity of hybrid working as a team including evolving the office physical environment / suggest new ideas
- ✦ Office management - arranging for necessary repairs & developments as needed
- ✦ Diary management, inbox communication and business travel co-ordination
- ✦ Manage bookings and requirements for the in house studio (video/ audio) co-ordinating with internal stakeholders, external suppliers & VIP visitors
- ✦ Office budget management & support on finance administrative tasks
- ✦ Management of social budget - work closely with the social committee to arrange and communicate company socials and away days
- ✦ Collaborate with key individuals across the business to deliver against a programme of internal activities which drive wellbeing, inclusivity and learning
- ✦ Internal communications - providing the bridge for smooth communication among internal teams (and with our global colleagues in the US); maintaining credibility, confidentiality, trust and support in a hybrid working world
- ✦ Identify best practise use of Microsoft tools to enhance and enable productivity and collaboration across the company
- ✦ Internal communications regarding the office and team co-ordination – be the point of contact for all day to day queries
- ✦ Sourcing & maintaining suppliers of office supplies, cleaning services, stationary, equipment, postal services, couriers etc
- ✦ Maintain good Landlord relations and project manage any work within our office space
- ✦ Responsible for excellent, up to date security and health& safety measures with a regular audit of requirements in line with legal requirements



- ✦ Day to day management of people processes and maintenance of up to date & accurate information in/ use of People HR
- ✦ Manage recruitment administration – monitoring careers inbox and applications
- ✦ Work across departments to create excellent onboarding processes for new starters
- ✦ Support on key meeting prep – creating agendas, ppts, managing external suppliers to fit the need of the meeting & enhance experience
- ✦ Working on ad-hoc projects to support the growth and development of the company
- ✦ Hands on support at events where necessary

#### Who you are:

- ✦ Excellent attention to detail and organizational skills
- ✦ A can do attitude, positive, driven and enthusiastic
- ✦ Advanced communicator in person and writing
- ✦ Business savvy and a genuine interest in how business works
- ✦ Ability to deal with stakeholders at all levels with credibility and ease
- ✦ A self starter, someone who will seek to keep learning and keep on top of tasks with an ability to work under pressure
- ✦ Experience in Microsoft packages - Excel, Word and PowerPoint
- ✦ Curious about people and cultures; have a commitment to embrace and advocate for inclusion
- ✦ Interest in the global business of sport

#### What we can offer you:

- ✦ A fast paced, dynamic environment where you will be exposed to all facets of a small-medium sized business
- ✦ Opportunity to have an impact immediately
- ✦ Flexible working
- ✦ An enhanced benefits package including;
  - Heavily subsidised gym membership
  - 26 days holiday per year + 1 additional for every 2 years' service
  - Simply Health membership
  - Cycle to work scheme
  - Interest free season travel ticket loan
- ✦ Global travel an option (in a post pandemic world!)