

GRAPEVINE MEDIA - JOB VACANCY

Admin

Position Summary

The Agency Administrator provides business support as needed throughout the agency. This position encompasses agency administration responsibilities and account/team support responsibilities.

The Agency Administrator is responsible for adhering to our processes and required to be dependable and detail-oriented with the ability to multi-task. This position is integral in our high energy, fast-paced environment and requires exceptional organizational skills, a proactive attitude, excellent people skills and a sincere interest in our business. Keeping to an existing accounting timeline and executing seamlessly with the founder is key.

Duties & Responsibilities

- Work collaboratively in a fast-paced environment.
- Interact with clients as needed.
- Attend regular company meetings.
- Collaborate and build consensus with other employees.
- Keep current through consistent self-education to maintain skill set necessary to perform all jobs outlined above.
- Work with manager to identify training opportunities.
- Field, process and coordinate internal information.
- Vendor relationship management.
- Maintain and update all digital and hard copy client contract files
- Proof and QC (grammar, typos and project specifications).
- Adhere to internal processes and checklists.
- Develop and maintain relationships with internal team members and cross-functional teams.
- Manage and prioritize daily tasks/projects associated with internal operations and supporting team.

Agency Administration Coordination:

- Maintain a strict level of confidentiality.
- Assisting management and team members with tasks associated with maintaining accounts payable and accounts receivable.
- Posting all incoming client payments/checks daily.
- Weekly accounts payable processing.
- Sending employee reminders as needed for timely accounting processing.
- Maintaining files.
- Warmly greeting visitors to office, answering and directing phone calls promptly, fielding solicitors/cold sales calls; and maintaining office efficiency.
- Maintaining conference room.
- Ordering or purchasing and stocking office, kitchen and cleaning supplies.
- Planning and executing birthdays, client lunches, social functions or celebrations.
- General administrative support as needed.
- Onboarding new team members.
- Maintain team personnel records.
- Offboarding team members.

- All other duties as assigned.

Account/Team Support

- Assign tasks, due dates and monitoring projects with minimal oversight from team members.
- Communicate the status of tasks/projects to team members.
- Build reports and collect data with minimal oversight.
- Gather and coordinate task/project information with internal departments.
- Manage task/project timelines and document/reporting requirements.
- Traffic jobs in a timely and accurate manner by ensuring that the open job passes through the system in a timely manner and is reflective of the direction given by the team member.
- Adhere to agency systems and workflow processes to ensure all client and project related information is stored properly on the server.
- All other duties as assigned.

Education / Profile

Bachelors Degree in Commerce / Marketing / English or Social Sciences

Must be well organised, above average communication and basic computer skills.

Please apply by sharing a cv at jobs@grapevinemedia.in