

# PLATINUM M3DIA LONDON – JOB DESCRIPTION



## COMPANY SUMMARY

Platinum M3dia London (PML) was established back in 2019. The company was set up to provide affordable: Outdoor Advertising, & Website Development/ Mobile Apps services to businesses in any part of the UK.

At PML is different because they provide bespoke services unique to its client's brand. What is of great importance to PML is to ensure that, all clients get the best value irrespective of your business size or budget.

The approach we have taken over time constantly delivers rapid growth within our client's business enabling us to build our reputation within various business sectors.

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## WHO CAN APPLY?

Anyone who has the skillsets we need. Who is based in the UK and available to commute 2ce a month to either the Kent Office or to the London office.

**No sponsorship available for this role.**

## ROLE SUMMARY

Office Administrators are responsible for several functions in an organization, but their main responsibility is to assist staff and customers in seamless business operations. Some of their duties include:

### Expected Duties:

- Answering phone calls, taking messages, and managing official correspondence
- Preparing letters, memos, emails and reports
- Arranging appointments, meetings and organizing corporate events
- Managing files and company records
- Performing reception roles
- Managing the reception area, including welcoming customers and guests
- Managing company correspondence, including phone calls, emails, letters and packages
- Handling bookkeeping, budgeting and billing cycles for the business
- Organising meetings, scheduling appointments and overseeing catering during company events
- Supervising administrative staff, designing office workflow, assessing staff and providing feedback to improve internal performance
- Performing data entry roles, including updating records and databases for personnel, financial and legal information
- Managing inventory of office supplies, including stationery and multimedia equipment to ensure smooth office operations

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## **SKILLS**

- Exceptional leadership, organizational and time management skills
- Presentation skills and customer services knowledge
- Outstanding verbal and written communication skills
- Basic knowledge of accounting procedures such as bookkeeping and other general financial procedures
- Proven experience in a related role such as Office Assistant, Receptionist or other relevant position
- Knowledge of computer programs used in daily office administration functions such as word processors, spreadsheets and specialized office management tools
- Proficiency in filing and paper management, including the ability to manage business correspondence and the ability to handle confidential information
- Excellent problem-solving skills, the ability to research and an aptitude for helping other people

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## **EDUCATION**

### **GSCE**

## **BENEFITS**

Role Type: Permanent (Hybrid)  
Salary: £21,500 per annum  
25 days paid holidays