

Role: Office Coordinator

Location: Shoreditch High Street, E1 - you will be required to work in the office 4-5 days a week

Start date: ASAP

Salary: £25,000 - £28,000 (experience dependent)

Apply: [Click here to apply!](#) You will be taken to an external website where you will be asked to fill out an application form. Make sure to attach your CV and cover letter. Tell us why Given, why this role and why you.

The Role

We are looking for an Office Coordinator to bring bags of energy and help create a fun and caring environment for our people and clients. This exciting front of house position offers someone an opportunity to make sure Given is a creative, welcoming, caring, organised and cutting edge place to work. If you are someone who enjoys caring for people, who loves having a chat and making people smile, who is a secret list maker and thrives on making sure things are organised, and who every once in a while knows how to plan a party - then this could be the role for you. We want you to get involved across lots of areas of the business, take real ownership of our office space and bring some positive energy to help all our teams be at their best.

We are ideally looking for someone who has had experience working front of house in a fast paced environment like a creative agency, consultancy, production studio, media outlet or in event management/hospitality. You need to be flexible and agile, someone who wants a role where no two days are the same. You need to be a people person and always look to go above and beyond to help, if and when you can. Someone proactive and good at spotting opportunities to improve the way we do things. This is a job that requires the perfect balance of being super organised and a great multitasker, whilst being confident, friendly and calm.

This is an office based role in our Shoreditch space, coming in 4-5 days a week.

Day to day

Office space:

- Greeting all visitors and clients, including clear and friendly correspondence to incoming phone calls and emails
- Setting up meeting rooms ready for meetings - clients & internal
- Keeping office tidy, stocked and organised throughout the kitchen, meeting rooms and communal areas
- Maintaining office supplies and stock (stationery, groceries etc), including managing budget
- Building a relationship with the Buildings Manager and all suppliers
- Liaising on IT - troubleshooting IT issues internally, including printers (there is additional IT support in place)
- Distribute any incoming post and arrange travel/couriers as and when required
- Thinking creatively about our space, proactively suggesting new ideas that will enhance how we optimise our space for creativity and collaboration

Team support:

- Supporting our Marketing team with quarterly events and other company social events such as organising inspirational breakfast sessions, team away days, christmas parties etc

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- Help the team prepare for workshops - organising printing, stationery, props etc.
 - Supporting with team communications, across email, Slack and at team meetings
 - Arrange catering for team and client meetings
 - Managing the meeting room calendars and help schedule meetings as and when required
 - Inputting expenses into our online finance system
 - Organising gifts, cakes, treats etc - internal and client

About Us

We're Given – the agency for purpose-driven brands. Founded in 2009 to help brands and business become a force for good, we've shaped sustainability strategies, dreamt up integrated creative campaigns and built impactful brands – all with a laser focus on creating positive change in the world. Our work has helped national and international brands like IKEA, John Lewis & Partners, Nationwide, Shelter, Aviva, Trainline, Calvin Klein, Yorkshire Water, Napapijri, Tommy Hilfiger, and many others, define and execute on their brand purpose. We fundamentally believe it takes both insightful strategy and imaginative creativity to change things for good, so we have both under the same East London roof.

Recruitment process

Our first step will be a 30 minute phone call to understand a bit more about you and why you've applied. Next, we'll invite candidates to a first round interview to get into more detail about you and the role, as well as taking a look at your experience together. If we think it would be helpful, we may ask for a final stage which will involve answering a short brief that will take no longer than a few hours of your time to prep.

We'd like to meet you face to face at some point within the interview process, so please let us know if you have any adjustments you would like us to make to ensure the interview process is comfortable and fair for you and your needs.

For our people:

- We offer 26 days paid holiday per calendar year pro rata, plus public holidays. We also close the office between Christmas and New Year, which is in addition to your paid holiday allowance
- Above industry standard company bonus scheme
- Pension scheme with Aviva, eligible after passing probation
- Health plan with SimplyHealth, eligible after passing probation
- A tenure bonus reward after 3 and 6 years of employment
- Access to our Given Campus for training and development needs
- Interest free season ticket loan and Bike to Work scheme

Given strives to be an equal opportunities employer and everyone's commitment to this process will be expected. We are proud to be different and that starts with our people. We believe in equal opportunities for everyone. Individuality is what makes us great, we want everyone to bring their full self to work and create something amazing. We are happy to discuss flexible and agile approaches to working for all our roles - we can't promise we will be able to offer you everything you want or need but we do promise to discuss it with you openly and honestly. If you have any reasonable adjustments

required in order to fully participate in the recruitment process, please discuss it with our recruitment team.