



## Studio Coordinator

At ZeroLight we live by four key values – innovation, quality first, collaboration and market focus. As the Studio Coordinator, your position will incorporate these values and play a key operational role within the ZeroLight team.

As Studio Coordinator, you will take responsibility for the facilities and admin function within our award-winning studio Live Works, based on Newcastle Quayside.

This is an exciting opportunity to play an integral role in the company identified as one of the most innovative and exciting places to work in the UK. This is an entry level role, ideal for an enthusiastic graduate who is keen to make an impact at a fast-growing company

### THE ROLE

- Running facilities throughout the LiveWorks studio and reporting any issues to the Studio Manager.
- Manning reception desk, operating switchboard and diverting calls throughout the LiveWorks studio.
- Daily studio checks to ensure each department has everything they need and each studio is fully operational to a high-quality standard.
- Greeting visitors, issuing security badges and ensuring that guests are accompanied throughout the building.
- Ensuring that all meeting rooms within the studio are cleaned to a high standard and that appropriate refreshments are set up prior to meetings taking place.
- Management of 'free vend' facility for employees, ensuring regular orders are placed and distributed, making suggestions for changes based on feedback and stock levels.
- Responsible for Terrace area including restocking kitchen facilities.
- Making suggestions for changes and improvements that will contribute to the studio environment.
- Management of all post and courier deliveries.
- Overseeing Door Entry System, assigning key fobs and producing daily reports for Talent Development Manager.
- Responsible for all ad-hoc administration including invoice scanning, filing, typing etc.

### THE PERSON

- Enthusiastic about providing the best possible environment and service to employees.
- Keen to learn and use initiative to work autonomously.
- Willing to take on a range of diverse tasks to develop understanding of the business and its facilities.
- Confident communicator when dealing with employees, clients and guests.
- Proactive – knows what needs to be done and how to organise time to ensure the day runs smoothly.
- Positive approach to all tasks, seeing all as part of the bigger picture of employee engagement and client interaction.
- Interest in developing facilities, able to present ideas and implement these through action.

To apply for this position please send your CV and Cover Letter to [careers@zerolight.com](mailto:careers@zerolight.com)

