

GLASGOWS

Technical Production Administrator

Glasgows, Unit 5, Centurion Court, Farington, Leyland, Lancashire, PR25 3UQ

www.glasgows.co.uk

Role: Technical Production Administer

Contract: Full time, permanent position

Salary: £22,000 to £25,000 (pro rata), depending on experience

Based: Hybrid – office / work from home

Join us!

Glasgows is a leading UK events management, production, and creative agency that provides a full-service events offering that turns our client's vision into reality. Our team is brimming with highly-skilled and passionate specialists that deliver seamless event management, captivating technical production and engaging creative, film and digital.

We're a friendly bunch, with a no fuss, can-do attitude that makes us approachable and easy to work with. Our relationships are important to us – taking care of our clients and team are our top priorities - and we pride ourselves on our reputation for complete reliability.

Does this sound like you? Then read on...

About you.

You'll be

- Warm and friendly
- Confident when communicating to your colleagues, our clients, and suppliers, face to face, over the telephone, and by email

everything is possible

- Highly motivated, enthusiastic, and technically minded
- An accurate and precise communicator

You'll have

- Excellent organisational skills
- An ability to prioritise tasks to meet deadlines
- A good working knowledge of Microsoft Office
- Experience working in office administration, ideally
- Some experience working with online databases and possibly CRM systems

The role: Technical Project Administrator.

This is an exciting opportunity for anyone with a technical background, good office administration experience and who is looking to develop their career. Whilst experience in events is preferred, it isn't essential as training will be provided.

As Technical Project Administrator you'll

- Provide production administration and support to our production team for internal and external projects, including:
 - Systems development
 - Setting up systems for specific projects
 - Database/supplier management
 - Stock control
 - Drafting content
 - General administrative support for the wider production team
- Be supportive, providing office-based support for our production managers who are often out of the office on events
- Be proactive, able to manage your own tasks and sometimes work with little support

Other responsibilities include:

- Maintaining systems for stock control
- Maintaining a database of suppliers and freelancers
- Provide assistance in any research required for tenders and projects, including:
 - new technology and creative solutions
 - obtaining quotes for products or services
- Creating and amending documentation for events and projects
- Office administration
- Finance administration
- Minute meetings as necessary

What we offer.

- The opportunity to work on exciting, high-profile events
- A friendly, creative environment, working as part of a hard-working and supportive team
- Competitive salary
- Contributory pension scheme
- 25 days holiday, plus birthday day off
- Life insurance
- Profit-related bonus scheme (non-contractual)
- Time and training to develop new and existing skills
- Staff social events
- Flexible working

Interested?

Please send your CV, including details of how your skills/experience relate to the role, to g@glasgows.co.uk, along with the names of two referees from your present/previous employment.

All applications will be treated with confidentiality.

Glasgows is an equal opportunities employer and welcomes all applications.