

• CANDY KITTENS® •



OFFICE ASSISTANT

JOB DESCRIPTION

We have an exciting opportunity here at Candy Kittens for a Office Assistant. The ideal candidate will be obsessively organised, reliable and proud of their serious attention to detail. The successful candidate will become a vital part of a busy office environment. In order to thrive in this growing business and embrace our ambitious culture, the candidate should be comfortable rolling up their sleeves and have the ability to confidently manage a busy workload - there could be a lot of plates to spin!

UK (London) based.

LIFE AT CANDY KITTENS

MODERN CONFECTIONERS

We're taking on a very traditional market. To succeed we must be different. Everything we do is done our way.

MAKE YOUR MARK

Everyone has a say so there is always an opportunity to make your mark – whatever the decision may be.

WEDNESDAY WORKOUT CLUB

We don't believe in hump days. Every Wednesday lunch we do a team fitness session with our very own Personal Trainer.

THE A-TEAM

Work alongside and learn from a team of talented, genuine people. Every day is different.

ACHIEVE & LEARN

We make time each week to recognise our achievements and set new goals. What do you want to learn?

LUNCH CLUB

An army marches on its stomach, which is why, twice a month, we take it in turns to put on a lunch for everyone to enjoy.

FRANK & CLEAR

First class execution requires clarity and candour. Clear decisions and frank conversations are key.

AMBITIOUS CULTURE

We are intent on moulding the best possible working culture. We want you to share our ambition.

JOB SPECIFICATION

CANDIDATE PROFILE

The ideal candidate will be obsessively organised, reliable and proud of their serious attention to detail. The successful candidate will become a vital part of a busy office environment. In order to thrive in this growing business and embrace our ambitious culture, the candidate should be comfortable rolling up their sleeves and have the ability to confidently manage a busy workload - there could be a lot of plates to spin!

PRIMARY RESPONSIBILITIES:

- Maintain a clean, organised, functional, safe and comfortable office space
- Ensure snack/beverages & office supplies are properly stocked
- Deliver a first class welcoming experience, as the first person to greet and escort visitors and guests
- Diary and scheduling support to the Managing Director and the Board of Directors
- Responsible for coordinating and booking travel / hotels for the whole team
- Assisting with recruitment, including on-boarding and off-boarding candidates
- Working closely with the whole team in supporting their day to day working needs

PERSONAL LEADERSHIP

- Flexible and adaptable
- Able to easily prioritise
- Able to work independently and use own initiative
- A sense of care and pride for keeping the work environment to a high standard

OUR COMPANY

We are building a team of passionate and talented people.

At Candy Kittens we are always embarking on new and exciting ideas, ranging from launching in a top supermarket to introducing sweet subscriptions. Working with us in our growing, fast paced business means you will have the opportunity to be involved in a variety of larger projects across different areas of the brand.

We will offer a competitive salary as well as a professional environment where you can acquire, use and continue developing your skills. Furthermore, you will be encouraged and expected to give your insight and opinion, making a real contribution to every day.

CONTACT US

If you have any questions feel free to give us a call.

To apply, please email a copy of your CV and cover letter using the subject Office Assistant.

Email: hayley@candykittens.co.uk | Tel: 0207 183 93 79 | Website: www.candykittens.co.uk

PRIMARY RESPONSIBILITIES:

- Team player
- Exceptional interpersonal skills: upbeat, can-do attitude, friendly and professional
- Excellent organisation and communication skills with strong attention to detail
- Problem solver
- You have a positive, get-stuff-done attitude; people can rely on you
- Ability to communicate effectively in oral and written form
- Good IT skills (Apple Mac)
- Email and calendar management
- Knowledge of the following would be useful; Google Suite, Slack, Microsoft Office.

EXPERIENCE & EDUCATION:

- Work experience within an office environment, ideally as a personal assistant or receptionist
- University degree preferred but not essential

