

Fifty Fifty Post Production Job Description

Job Title:	Front of House
<p>Main Purpose:</p> <ul style="list-style-type: none">• To represent the company as the first point of contact to all clients and visitors• Ensure the client service and aesthetics of the building meet the standards of the business• Administer the day to day social media platforms in conjunction with the PR strategy	
<p>Duties and responsibilities:</p> <p>Front of House</p> <ul style="list-style-type: none">• Predominately based in the facility reception with responsibility for taking all phone calls and welcoming visitors, ensuring visitors sign-in following company & covid-19 protocol• Maintain the company onsite register, ensuring it is kept up to date in line with company & covid-19 protocol, sending out client list to all staff on a weekly basis.• Build and develop close working relationships with all Fifty Fifty clients, providing the highest level of client service at all times.• All deliveries are received with in accordance company & covid-19 protocol.• Ensure the facility is presented to the highest standard and all covid-19 signage and protocols are in place. <p>Client Services & Facility</p> <ul style="list-style-type: none">• Oversee team of in-house runners to make sure all runner duties are complete, as detailed in the runner job description and handbook and that runners are carrying out work to the expected standard following company & covid-19 protocol.• Keep runner handbook up to date, manage shifts & holidays, maintain roster of runners, ensure runners are trained and oversee runner budgets all in line with company policy.• Come up with exceptional service ideas for the facility and clients, this may be seasonal, day-to-day or special events.• Assist with the maintenance and aesthetics of the facility, advising and ensuring it is taken care of in a timely manner through liaison with maintenance contractors• Liaise with suppliers and contractors to ensure the facility standards are maintained in all areas of client services• Oversee the keyholder policy, ensuring all keys and fobs are accounted for and signed for when allocated. <p>PR and Social</p> <ul style="list-style-type: none">• To lead event co-ordination for all client and in-house social events.• Oversee all company social media platforms on a day to day basis. Actively look and suggest new ways to promote the company through these platforms.• Work alongside the Commercial Director to prepare, write & distribute all company press releases.• Ensure company website is updated with all current work and publish project stories. <p>Administrative</p> <ul style="list-style-type: none">• Keep creative staff credit lists up to date on a monthly basis.• Provide administrative support to the senior management team.• Oversee implementation and track progress of company policies including Environmental Policy and Corporate Social Responsibility Policy• Represent the company in a positive and professional manner at all times.	

