



JUNIOR OPERATIONS

REF. NO. 1243

About us

This is a start-up business that creates video content for corporate companies, and influencers, with the additional service of social media, and marketing support. We work with clients to turn their ideas into fresh original content that will engage their audience and meet the marketing goals. In the media industry, where tight timelines are common, we ensure that we are organised and responsive, from beginning of the brief to the end of the project.

The first director has 20 years commercial experience growing businesses from 0- 100 staff and coaching them to achieve high results and the second one has a MA in Directing Film and over 10 years of editing, and film industry experience, with success in content creation ranging from 3m views on YouTube to festival awards.

Tasks

This is an exciting opportunity to get hands on experience working with a pair of entrepreneurs to go on a journey from a start up to a small size business. Our operations support team will:

- Manage the day to day internal operations of the company
- Manage the Directors diaries
- Support the business, creating business propositions
- Make sure all parts of the business are running to processes
- Managing control of daily tasks & information

Skills needed

- We like people who go "the extra mile", are determined, proactive and natural leaders. We are looking for all new hires to progress quickly in the start-up and grow with the company.
- Must have a positive attitude, great communication skills and have natural flair for spotting a good business opportunity.
- Time-management and the ability to prioritise your workload is a must.
- Passion for knowledge, a good understanding of social media and online media is essential.

Duration of the internship

3 - 6 months

PRAKTIKUM IN LONDON



Office languages

English

Location

Central London

Financial support

Lunch and travel financially covered

Office hours

Monday-Friday 9am-6pm; can be negotiable