



Office & Administration Coordinator

Location: Leeds City Centre - office based

Hours: TBC

Reporting to: Finance Manager (Holly Hobson) / Agency Management Senior Leadership Team

The Role

We're looking for an organised, enthusiastic and dependable Office & Administration Coordinator to help keep the day-to-day running of our Leeds city centre marketing agency smooth and efficient.

This is a varied role at the heart of the agency, supporting the wider team with everything from office organisation and general administration to invoicing, IT coordination, supplier renewals and agency events.

We're looking for someone who is friendly, confident and professional, while also being highly organised and comfortable managing a range of tasks and priorities. The Office Co-ordinator is the first touchpoint for many clients, so you'll need to be personable, friendly and a good communicator.

The role could suit someone looking for either a full-time or part-time position. As a minimum, the role requires office-based attendance five mornings a week.

Key Responsibilities

Office Management & Administration

- Support the smooth day-to-day running of the agency office.
- Monitor and replenish office supplies, including stationery, refreshments, kitchen supplies and other general office essentials.
- Ensure communal areas and meeting rooms are organised, presentable and ready for use.
- Assist with meeting room preparation, including refreshments and any equipment required.
- Collect, open and distribute incoming post and coordinate outgoing post where required.
- Answer incoming telephone calls and direct enquiries to the appropriate team member.
- Welcome clients, suppliers and other visitors to the office.
- Provide general administrative support to colleagues across the agency.
- Assist with bookings, deliveries, couriers and other day-to-day office requirements.

HR Administration

- Assist with new starter admin including collecting personal / payroll details upon starting and completing right to work checks.
- Assist with holiday amendments and approvals via Breathe HR Software
- Assist with reporting of initial, general sickness absences.
- Initial drafting of Christmas rota / working pattern for approval by the Finance Manager / MD.



All HR activity will be overseen and checked by the Finance Manager.

Finance Administration

- Raise and distribute (following approval) monthly client invoices using Sage.
- Ensure invoices are prepared accurately and issued in line with agreed monthly schedules - cross reference via the New Business Spreadsheet.
- Liaise with the Finance Manager regarding any queries or required amendments.
- Support other straightforward finance administration tasks where required.

All invoicing activity will be overseen and supervised by the Finance Manager.

IT Coordination

- Act as the first point of contact for straightforward internal IT queries.
- Assist colleagues with basic troubleshooting where appropriate.
- Escalate / assist the team in escalating unresolved issues to the agency's outsourced IT support provider.
- Liaise with the IT provider and internal team members to help ensure issues are resolved efficiently.
- Assist with basic administration relating to equipment, user accounts and IT requirements for new starters or leavers where required.

Supplier, Licence & Renewal Administration

- Maintain a clear record of key agency contracts, licences, subscriptions and renewal dates.
- Proactively flag upcoming renewals to the relevant member of the management team.
- Help coordinate renewals and obtain relevant information or documentation where required.

This may include areas such as:

- Printer and equipment leases
- Software subscriptions and licences
- Website domain registrations
- Office-related contracts and suppliers
- Other recurring agency services

Agency Events

- Support the organisation and coordination of agency events for both staff and clients.
- Research venues, suppliers and activities where required.
- Coordinate bookings, invitations, catering and event logistics.
- Help ensure events run smoothly on the day.
- Support internal initiatives such as team socials, celebrations and other agency activities.



About You

We're looking for someone who is naturally organised and enjoys being the person who keeps things running smoothly.

You'll need to be:

- **Highly organised** - able to manage multiple tasks, deadlines and recurring responsibilities.
- **Conscientious and reliable** - someone who takes ownership of tasks and follows things through.
- **Friendly and approachable** - comfortable interacting with colleagues, clients, suppliers and visitors.
- **Confident and professional** - particularly when answering calls or dealing with clients face-to-face.
- **A team player** - willing to help colleagues and get involved in the wider running of the agency.
- **Proactive** - able to spot when something needs doing rather than always waiting to be asked.
- **Detail-focused** - particularly when dealing with invoicing, contracts and renewal dates.
- **Enthusiastic and positive** - bringing energy and a helpful attitude to the role.
- **Comfortable with technology** - able to confidently use everyday office software and troubleshoot straightforward IT issues.

Experience

Previous experience in an office administration, office coordination, reception or similar role would be beneficial, although we're equally interested in candidates who can demonstrate the right organisation, attitude and transferable skills.

Experience using Sage would be advantageous but is not essential, as training can be provided.

Experience within a marketing agency, professional services business or other fast-paced office environment would also be beneficial but is not essential.

What the Role Offers

This is an opportunity to become an important part of a busy and collaborative marketing agency.

The role is varied, with the opportunity to work closely with people across the whole business and take ownership of many of the practical elements that keep the agency running effectively.

Due to the nature of the position, the role will be office based in Leeds city centre.