

ABOUT US

Hotwolf is a challenger agency for champion brands. An independent, full service agency that specialises in video projects, social content and TV ads - often all together as part of a long-tail concept. Founded by industry experts in 2015, we produce marketing people actually want to watch - engaging and impactful content to help our clients Lead the Pack.

We're an award-winning, compact and perfectly formed team, looking to bring in fresh talent with the right approach. We pride ourselves on creating professional and high-end content, but we retain that challenger attitude; always looking to help our clients make their content punch harder and stand out from the crowd. After all, we're called Hotwolf not Lukewarmwolf...!

ROLE SUMMARY

We're looking for an Executive PA who's hungry to expand their responsibilities and take on a more central role than might traditionally be expected from this position.

So, whilst we need someone who excels in this role, the successful candidate will be looking for more responsibilities - some which might be more usually associated with an Operations role. Someone whose enthusiasm, experience and abilities will help us grow our business, establishing them as a key player in our company.

A can-do, fun and creative attitude is a must. There's plenty of autonomy and opportunity to flex your skills (and grow your role), so the ideal candidate is someone who would thrive in this set-up, rather than a big agency; happy to be a big wolf in a small pack. We have big ambitions. And even bigger dreams. We're only interested in someone who shares our excitement and vision, and will do everything they can to make it a reality.

CORE ATTRIBUTES

- Proven experience in helping to successfully run a business, ideally an SME
- Excellent administrative skills
- Excellent people skills, ideally with some experience of managing people
- An enthusiastic, can-do attitude. The successful candidate will be excited to expand their skills and responsibilities as we grow
- Detail-oriented, but with the ability to see the bigger picture
- A creative, collaborative instinct + a proactive, can-do attitude

JOB RESPONSIBILITIES

- General administrative tasks
- General HR tasks, including personnel wellbeing
- General finance tasks;
 - Reconciling production budgets
 - Client and supplier invoicing
 - Supporting the MD with the P&L
- Supporting the creation of Board Packs
- Initial staff recruitment stages
- Ensuring correct compliance documentation is in place and updated
- Employee timesheets and reporting
- KPI reporting and management



PACKAGE

- Full-time, London based (+WFH)
- Competitive salary
- Pension + healthcare

Contact



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