

## 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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