



**Position** *Office Assistant*

**Reports To** *Studio President*

**Primary Responsibility** To command the front desk and reception area of the studio Administration Office and to perform administrative duties for Studio President and other Third Rail Studios employees as directed.

### **Essential Functions and Responsibilities**

- Use Avigilon security software to check clients and guests into system
- Provide clients with programmed proxy (key) cards and photograph badge IDs
- Field calls from visitors at front pedestrian door Aiphone to communicate entry instructions
- Field email requests for security gate drive-ons to property
- Communicate with TRS security officers to ensure daily security protocol is being followed
- Schedule drive-ons using cloud based calendar
- Provide information to callers
- Greet all persons entering studio
- Interface with studio vendors to ensure they are fulfilling duties
- Escort persons to proper areas of studio
- General administrative and clerical support
- Take and relay messages
- Maintain all office equipment, i.e. phones, copiers, fax machines
- Order and maintain office supply inventory
- Assist studio management with expense reporting, accounts payable, and accounts receivable processing as requested
- Prepare and maintain consultant and administrative service providers list and contact information
- Prepare and maintain studio vendor list and contact information
- Maintain and update facilities documentation in a timely manner, as requested
- Receive and sort mail and deliveries for tenants
- Maintain professional appearance of the reception and administrative areas
- Knowledge of the film studio and ability to show property to prospective tenants

**Compensation Structure** Salary paid bi-weekly; vacation and personal days, company life, short term and long term insurance; medical, dental, vision benefits (Employee shares benefits cost with employer)

### **Education and Experience**

- College level degree in a related field; **or** two to five years related experience and/or training; **or** equivalent combination of education and experience
- Knowledge of computers and relevant software applications
- Knowledge of customer service principles and practices



## Key Competencies

- Excellent verbal and written communication skills
- Professional personal presentation
- Customer service orientated
- Reliability
- Maintain a high level of confidentiality
- Ability to complete tasks as assigned and on time
- Ability to support multiple people and projects; as required, previous experience supporting a team is preferred
- Ability to prepare presentations, email communication, and correspondence
- Ability to communicate clearly and effectively in both verbal and written communication
- Maintains regular business hours at studio facility
- Positive attitude and people oriented
- Ability to work with and understand persons of all ethnic and educational backgrounds
- Ability to professionally represent TRS in social and workplace events
- Ability to apply common sense to carry out instructions and deal with problems, particularly where confidentiality is a concern
- Must have a professional and pleasant demeanor, image and attitude.