



URBAN ANGELS AGENCY LTD.

Urban Angels is one of the UK 's leading child talent agencies. We were established in 2003. Our clients include Burberry, Asda, Monsoon, M&S, Mothercare, Dior, Tesco, Mini Boden, Gucci, Stella.

We are looking for the following: APPRENTICE BUSINESS ADMINISTRATOR

We are seeking a full-time apprentice to work within our busy South London office. The candidate must be proactive, an enthusiastic self-starter and be able to prioritise an ever-changing workload in a fast, paced environment. Experience is not essential, what is crucial is that you have good initiative and are able to pick up new required skills quickly. Oh, and of course you have got to love kids!!

You should possess excellent communication skills and you must be computer literate, preferably on the Mac with experience of Word, Excel, Dropbox, google docs and ideally the Adobe photoshop suite and Zoho mailer software or similar. Have a good understanding of all areas in social media, Whatsapp, Instagram, Tik Tok.

The role will consist of:

- Coordinating with the parents of models for bookings and castings
- Organizing studio photo shoots quarterly, to take photographs of the potential new face
- Responsible for the Urban Angels website updates.
- Processing Model Licenses and updating Spreadsheets and Model files.
- Daily social media activity.
- Ensuring all the new model's paperwork is organized and sent out including contacts and invoices.
- Creative administration from scanning, using desktop publishing to create mailers using chimp mail to clients and models.
- Maintaining the contact books, model records on the system and website.
- Creating spreadsheets for model intake.
- Contract filing client and models should be maintained regularly.
- Answering phones and any additional admin the bookers need help with

This is a great opportunity to join a small friendly team and be a part of a fun, happy and expanding agency where no 2 days are ever the same.

- Salary London Living Wage (LLW) £13.15ph.
- Hours 10.00am – 6.00pm
- Benefits - Travel subsidized / 21 days annual leave + additional 10 days over Christmas/New Year
- DBS Check required for the role (will be applied for through Urban Angels)

