

yakusan[®]

brand experience group.

OFFICE CO-ORDINATOR

Yakusan creates unforgettable experiences that generate content, conversations and contagion. Whether it's idea generation, event management, experiential activations or amplification – clients come to us for our expertise, passion and creativity.

Based in Surry Hills, Yakusan is a highly creative, market leading brand experience agency that specialises in the premium/luxury sectors. No two projects are ever the same, we take a bespoke approach with every detail considered, giving our clients unique campaigns that bring their brands to life.

We are seeking a pro-active and switched on Office Co-ordinator to keep the wheels turning in our busy and dynamic office.

This role isn't your everyday office management role, it is not only fun but incredibly diverse. We work on exciting campaigns delivering great results for our amazing clients and are a talented bunch that love what we do and have a great time doing it. With a real focus on growth and development, Yakusan are committed to seeing our team thrive.

Reporting into the General Manager you will be responsible for all aspects of the day to day management and running of the office, championing our operating systems, assisting with the company marketing, being the key driver of company culture, supporting the production and client service teams through busy activation periods and organising the executive team.

Being the front of house of Yakusan, first impressions are important so a bubbly, friendly but professional attitude is essential along with attention to detail with office presentation. You will enjoy being the go-to person that the team can rely on and providing a well organised office and systems so that the team can work effectively.

Driving company culture will be a core responsibility, so keeping the bar well stocked, developing fun initiatives, organising company events and supporting work life balance activities will be key. Assisting with marketing through social media channels, website and EDM will give you the opportunity to demonstrate your creative side.

The role would suit a super organised team player, who thrives in a busy and changing environment and is a multi-tasker extra-ordinaire. You will have a good understanding of office management tasks and systems, along with strong prioritisation and time management skills and proficiency in Microsoft Word, Outlook, PowerPoint and Excel. Agency experience will be highly regarded but not essential.

This role is full time and only Australian permanent residents or long-term visa holders will be considered. Due to current business demands, only successful applicants will be contacted.

Enough about us, what's your story....?

If you love a creative, small agency environment, enjoy working with inspiring brands with a group of talented individuals and you think this role sounds like you, send your CV and cover letter to people@yakusan.com by 17 September 2017.