

Office Administrator

Exciting Opportunity!

Illumination Dynamics, Inc. (ID), a supplier of Lighting Equipment, Trucks and Generators to the Motion Picture, Television, Commercial and Sports Broadcast Industries including Automated Lighting to the Entertainment Television and Corporate markets with offices in California and North Carolina.

ID is looking for a **strong organizer, with project management and problem-solving skills and impeccable multi-tasking abilities. Along with a creative and helpful interpersonal spirit**, to work in our **San Fernando, CA** office.

This is an excellent opportunity with competitive compensation and benefits. In addition, the opportunity to join a growing company in an exciting industry, working directly with C-level and VP Executives.

The role of Office Administrator is a full time position, focused on performing administrative duties including assisting the senior management team and marketing department with special projects. The ideal candidate is highly self-motivated, professional, and capable of managing their workload and prioritizing tasks in a fast-paced professional but informal environment.

Responsibilities:

- ❖ Coordinate executive communications, including taking calls, responding to emails and interfacing with internal and external clients
- ❖ Maintain an organized filing system of paper and electronic documents including marketing media
- ❖ Schedule meetings and appointments and manage travel itineraries
- ❖ Prepare internal and external corporate documents for team members and industry partners
- ❖ Works independently and within a team on special non-recurring and ongoing projects.
- ❖ Arrange company events which take place inside and outside of the work place, such as manufacturers demos, Camera and Lighting tests with Clients, Holiday events and staff appreciation events

Skills:

- ❖ Minimum of 4+ years of experience as an Administer reporting directly to senior management
- ❖ Advanced Microsoft Office skills, Familiarity with Adobe Creative Cloud with an ability to become familiar with firm-specific programs and software
- ❖ Familiarity for managing Social Media Platforms preferred
- ❖ Proficiency in collaboration and delegation of duties
- ❖ Strong communication skills both verbal and written

ID is committed to providing high quality equipment and customer service always operating with professionalism and integrity while meeting the exacting requirements of our customers in production. If you are an individual that would like to work with a great team of people in this type of environment; be able to bring creativity, expertise and commitment to strengthen and grow the company, we are looking for you!

We truly value our staff and offer a comprehensive benefit package including, medical, dental and vision insurance, a 401k, vacation, sick and personal leave, etc....Salary is dependent upon experience and skill set.

If you are someone who possesses these skills and are up to the challenge, please apply by sending an email to ARRIcareers@arri.com.

Illumination Dynamics is an **ARRI Rental Company** and an equal opportunity employer.

