



# Receptionist / Office Assistant — Drama & Comedy (Troika)

**Based:** London

**Reports to:** Operations Director — Drama & Comedy

## About the Group...

We are a leading talent management and professional services company based out of the UK and US. YMU provides a portfolio of services to a wide range of clients consisting of leaders in entertainment, film, music, radio, television and sport, including athletes, authors, digital influencers, media rights holders, musicians, producers, TV personalities and voiceover artists.

## About the team...

You will be working for the Drama & Comedy team “Troika”, who represent over 300 clients ranging from UK national treasures to global screen stars and breakthrough Hollywood talent. Founded in 2005, the division consists of a team of experts with a wealth of experience in entertainment, drama and comedy.

## About the job...

The Receptionist supports our Drama & Comedy division for a period of 12 months with general administrative support. There is potential for the role to develop for the right candidate. It is a fast paced, ever changing environment and therefore we are looking for someone who can adapt quickly and remain calm under pressure. The Receptionist / Office Assistant should have the ability to approach demanding situations in an accommodating and polite manner, providing practical solutions to problems.





### **The key responsibilities include:**

- Answering all incoming calls, interacting with clients and casting directors in a professional manner, taking and passing on messages
- Restocking office and kitchen supplies
- Handling incoming mail
- Ad hoc tasks working with the rest of the Drama & Comedy team

### **About you:**

- Available immediately
- Excellent organisation and administration skills
- Excellent written and verbal communication
- Confident with Microsoft Office
- Applicants must have the right to work within the UK

### **What we offer...**

- We offer a wide variety of benefits including:
- Access to flexible working conditions — we believe with performance comes freedom
- Private Medical and Life Insurance after 12 months' service
- Enhanced parental leave
- Staff equity share and bonus scheme
- Perkbox employee benefit platform

