

Team Co-Ordinator

Introduction

MHP Group is the integrated communications agency built for the Networked Age – a world that’s increasingly connected, complex, polarised and activist.

We are a family of brands (MHP, Mischief, Accord) that come together seamlessly.

We lead the way in the application of behavioural science to solve communications challenges. We create strategies and multichannel campaigns to engage every audience, from consumer to policy maker, and from stakeholder to shareholder.

With 200 specialists in London and San Francisco, we are trusted by many of the world’s leading businesses and brands.

The role:

This is an integral part of the central Support team- assisting the other Team Co-ordinators, providing cover during holiday periods and general duties as directed by the PA to CEO.

Provide PA and administrative support to two of our Leadership Team members and their teams:

- Diary management for Heads of Practice including booking meetings and travel
- Liaising directly with clients on behalf of Practice Head when appropriate
- Processing expenses

Provide administrative and operational support to the wider team. This role will support the effective delivery of client service, marketing activity and day-to-day operations of the practice.

- Providing administrative support to client team; including but not limited to:
 - Play a key role in the coordination and logistics for team meetings, as well as notetaking when required
 - Coordinate logistics prior to and during client meetings and client events. In some cases, attending the events to ensure a smooth running, provide on-hand support
 - PowerPoint creation for perspective client pitches and internal meetings
 - Work closely with Design to put together high-quality new business decks to get them “pitch ready”
 - Scheduling external meetings
 - Booking travel and logistics
 - Proactively request from the team any special requirements for meetings and organise any catering or ad-hoc requests
 - Proactively support senior team members in admin as directed by the Practice Head (e.g. ex-expenses)
 - Maintaining internal documents with the relevant and up to date information, including client lists, staff biographies etc
 - Assist with renewal of subscriptions on behalf of the team
 - Support on recruitment by diarising interviews and assisting with the onboarding of new members of staff within the team
 - Ad-hoc support for people aspect of team (buying event gifts and cards, ordering and organising food/ drink for team socials)
 - Assisting the team with:
 - completing any photocopying and printing of bulk documents for client pitches / and meetings
 - binding bulk documents for client pitches / and meetings
 - managing mailers and RSVPs for client events

- completing any mail merges / admin and documents for client events
- facilitation of mailing clients / prospective clients with information and/or gifts

Desired skills and experience

This person should have some previous experience in a similar role.

We are looking for someone who is friendly and approachable with strong administration and communication skills, both verbally and written. This person must be proactive, extremely organised with excellent attention to detail. They should have a professional attitude and the ability to build strong working relationships.

What we offer

You can expect a friendly and dynamic hybrid (2:3) working environment at an office in the heart of the buzzing West End. Our goal is to help you build your career here, providing opportunities to work with exceptional brands and highly skilled, award-winning teams across the Agency. Our Learning Academy has been designed with your career in mind, to enable succession and personal growth.

We care about our people and as well as our flexible working approach, have a superb benefits package to match. This includes a generous 28 days holiday allowance (+ bank holidays), a day off to celebrate your Birthday, 'Time4U' every month (+ 6 days a year), private medical insurance, gym discounts, season ticket loan, cycle to work scheme, shopping discounts...to name a few! On top of this, you can now 'Work from Anywhere' one week per year.

Enjoy other aspects of work? Take part in initiatives relating to DEI and Wellbeing, as well as attend events, network and revel in our spectacular socials.

What are you waiting for...?