



JOB DESCRIPTION

Job Title:	Runner
Department/Location:	Client Services
Reporting to:	Head of Client Services

Key Duties:

- Assisting the Library department with media logistics
- Providing clients and staff with refreshments along with any other ad hoc requirements.

Key Responsibilities:

- To respond to requests from clients and staff
- Ensure the correct and efficient delivery of meals, drinks and refreshments
- To ensure that the client areas remain tidy and presentable at all times
- To cover Reception when necessary
- To ensure prompt delivery of all internal mail around the Envy facilities
- Checking and signing off deliveries and orders
- Ensuring recycling is maintained weekly
- Responsible for petty cash
- Basic administration duties
- Generally assisting with the smooth running and presentation of the facility

Experience/Knowledge:

- Previous experience of working within a client services environment
- Experience in hospitality would be an advantage
- Previous running experience would be an advantage
- Experience of liaising directly with clients
- Ability to perform well within a pressurised environment
- Experience of working within a team

Personal skills required for role:

- Excellent customer service & communication skills
- Strong organisational skills
- Good team player
- Must be self-motivated and have a 'can do' attitude
- Flexibility & Innovative approach to work and problems
- Excellent attention to detail
- Interest in gaining an insight into the Post Production Industry

Hours of Work:

40 hours per week (evenings & weekends included) at National Minimum Wage appropriate to your age with frequent opportunities for overtime (screenings, functions, staff events etc)