



Team Assistant / Office Manager

ffp effects, Inc.

Location: Los Angeles, CA

Language required for the position: English

Making a difference every day

Having the courage to set high standards.

This is ffp, this is our way.

Are you only satisfied with what you do when it's perfect? Do you appreciate the open and uncomplicated exchange with colleagues? With us you will find the space for it.

We are hiring for our Los Angeles office.

Team Assistant / Office Manager

In this full time position of trust and responsibility you will support the management in organizational and administrative as well as content-related tasks.

Your tasks will include:

- Project planning in live touring industry
- Client inquiries from all around the World
- Negotiations and offers with suppliers
- Coordination of show equipment, product and transport logistics
- General office coordination

Your profile:

You have completed a training or a degree and have already gained initial experience in the assistant field at management level.

In addition, you have:

- Good skills using MacOS, Microsoft word, Excel, Adobe, MS project and other basic computer programs.
- Excellent oral and written communication skills
- Goal driven and self-motivated demeanor with high degree of flexibility and loyalty.
- Detail oriented and organized
- Good with time management and problem-solving

Job offerings:

We offer you a varied and challenging job at an innovative, internationally successful company.

You will work in a professional, motivated team where your commitment is valued and where you can constantly develop.

You can expect a workplace with an appreciative and respectful corporate culture, 100% employer compensated medical, dental, vision, 401K benefit package, PTO, and paid holidays.

We look forward to receiving your cool, innovative application, stating your earliest possible starting date, to the following e-mail address:

careers@ffp-fx.net

Attention to: Katja Born-Sabottka, Basak Ozer
ffp effects, Inc.
1319 Mono Street Los Angeles, CA 90033

Information about the company can be found at www.ffp-fx.net, Instagram: @ffpfx