

Job Title: Office Administrator
Reports to: General Manager
Date Updated: October 2026

Job Description

As our Office Administrator, you'll play a pivotal role in supporting our team, maintaining our office and keeping things running smoothly.

Why Work With Us?

We're Light Fantastic, a world-class production partner delivering innovative live experiences that leave lasting impressions. From iconic venues to immersive experiences for global brands, our work is fast paced, exciting & no day is ever the same!

Our reputation for excellence means we're constantly growing and seeking enthusiastic, passionate, driven people with a thirst to succeed and exceed.

If you thrive in an environment where creativity and collaboration come together, you'll love it here. We're a fun team that values great relationships, supports each other daily, and tackles exciting projects with creative problem solving. We balance hard work with enjoyment, ensuring every day is as rewarding as it is productive. Join us if you bring passion, expertise, own your role, and play for the team – you'll fit right in.

"Everyone deserves the opportunity to work on exciting & creative projects with great people - it's what our work is all about". Founder - Rob Myer

The Role:

You'll be the organisational heart of the LFPS office, keeping the day-to-day running smoothly, making sure the details are taken care of and helping our people get on with doing what they do best.

This is a varied, hands-on role where no two days are quite the same. You'll take ownership of the things that keep our office, people and processes moving - from facilities and finance administration through to team events, recruitment support and helping the wider business stay organised.

You'll be naturally organised, proactive and someone who enjoys making things happen. You'll spot what needs doing before someone has to ask, be comfortable juggling competing priorities and take pride in getting the details right.

You'll work closely with teams across LFPS, including Finance, People & Culture and our Senior Leadership Team, making this a great opportunity for someone who enjoys being at the centre of a busy, creative business.

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Responsibilities of the Role

Office Maintenance & Administration

- Take ownership of the day-to-day running of the LFPS office, making sure it is welcoming, well-stocked and running smoothly.
- Manage office supplies, stationery, kitchen supplies and general consumables, keeping stock levels topped up and ordered as required.
- Coordinate office equipment, repairs, maintenance and servicing, liaising with suppliers and contractors where needed.
- Support the General Manager with tasks for our office landlord, building management, and act as point of contact for our cleaners and other external suppliers.
- Help maintain a safe, tidy and well-presented office environment.
- Manage incoming post, deliveries and couriers.
- Warmly welcome visitors, clients, suppliers and candidates into the office.
- Answer and manage incoming calls, acting as a friendly and professional first point of contact for LFPS.
- Keep office records, contacts and supplier information up to date.
- Support with health & safety, office compliance and general facilities administration.
- Look for ways to make the office experience better, simpler and more efficient.

Finance Administration

- Support the Finance Manager with general finance administration.
- Support the processing and raising of invoices, purchase orders and credit control.
- Code and process supplier invoices and ensure approvals are obtained where required.
- Assist with supplier and customer queries relating to invoices and payments.
- Maintain accurate finance administration and filing.
- Support with expenses and other day-to-day finance processes.
- Help ensure financial administration is completed accurately and on time.
- Take ownership of straightforward finance administration, escalating anything requiring additional support.

People & Cultural Coordination

- Help create a great office experience and contribute to the culture and feel of LFPS.
- Coordinate & serve our weekly fruit, pastries and other office treats for employees.

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- Support our social committee with team events including our summer and Christmas outings, town halls, social events and other ad hoc activities.
- Help coordinate office-based culture initiatives and employee engagement activities.
- Support the Head of People & Culture with general administration and people projects.
- Provide recruitment administration support, including scheduling interviews, candidate communication and keeping recruitment activity organised.
- Help coordinate new starter administration and the practical side of welcoming new people into LFPS.
- Support with employee communications and general people administration where required.
- Be someone people can come to when they need help finding the right person, information or process.

Senior Leadership Support

- Provide day-to-day administrative support to the Senior Leadership Team as required.
- Help coordinate meetings, diaries, rooms and practical arrangements.
- Support with meeting preparation, agendas, documents and follow-up actions.
- Assist with travel, bookings and other administrative arrangements where required.
- Handle sensitive and confidential information with discretion and professionalism.
- Be proactive in identifying ways to make life easier for the SLT and wider business.

Skills & Experience

We're looking for someone who is organised, enthusiastic and genuinely enjoys being the person who makes things happen.

You'll ideally have:

- Strong experience in office administration, office coordination or a similar varied administrative role.
- Excellent organisational and time-management skills, with the ability to juggle multiple priorities.
- A proactive approach - you see what needs doing and get on with it.
- Excellent communication skills, both written and verbal.
- Excellent attention to detail and a high level of accuracy.
- A friendly, approachable and professional manner.
- Confidence dealing with people at all levels, both internally and externally.
- Good problem-solving skills and a practical, can-do attitude.
- The ability to work independently while knowing when to ask for support.
- Good IT skills and confidence using Google Workspace, Microsoft Office, Word and Excel.

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- Experience in invoicing, finance administration, HR or recruitment would be beneficial, although training will be provided.
- Discretion and professionalism when handling confidential information.
- A willingness to get stuck in and help wherever needed.

What matters most

You don't need to know everything on day one. What matters is that you are organised, curious, reliable and someone who takes pride in doing things well.

You'll be joining a busy, creative business where priorities can change quickly, so we need someone who is comfortable with that. You will play an instrumental role in making LFPS a great place to work.

"The best thing about working at Light Fantastic is the awesome projects we do and the great team we work alongside!" Chhaya Lad - CNC Operator

Working with us

We believe in keeping our team happy and motivated. Join us and enjoy perks like personal growth opportunities, community building, great health benefits, fun team activities, and rewards for your hard work. It's all about thriving inside and outside work!

Community

We celebrate birthdays and enjoy fun company days out that bring everyone together. Start most mornings with delicious pastries and fresh fruit. Ignite friendly competition through lively in-house pool tournaments.

Health & Wellbeing:

Benefit from comprehensive private healthcare and dental plans to keep you feeling your best. Enjoy enhanced company sick pay to support you during unforeseen moments.

Growth & Development:

Access high-spec computers and software to excel both personally and professionally.
Celebrate milestones through our long service reward scheme.
Benefit from continuous learning and development to advance your career.

Financial

We are committed to your future with a generous pension plan for peace of mind.

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Generous salary with regular salary reviews.
£50 birthday voucher to help you celebrate.

Key Role Details:

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Schedule: Monday to Friday, 8am to 5pm, with some flexibility required. Part time or flexible working will be considered.

Location: Borehamwood (25mins from central London)

Salary: £30,000 per annum

Holiday: 30 Days including Bank Holidays