

Workplace Assistant

Job Description

Working hours: 5 days a week, 9am - 6pm

Makerversity is looking for a Workplace Assistant to oversee Makerversity's facilities, maintenance of our site and assist with the customer service of our community.

The responsibilities include assisting on daily operations, ensuring our facilities are clean and working, monitoring and creating a positive work environment for our members. Ultimately, you will support all operations to flow smoothly and help Makerversity run on a daily basis. The role will involve working closely with the whole team and community, reporting to the General Manager.

Responsibilities

- Upkeep of office, workshop supplies & deliveries
- Maintaining and improving the working spaces and workshops; liaising with cleaners, building/facilities manager, looking after the plants, stocking the kitchen supplies, organising PAT testing, sweeping the workshops.
- Manage Makerversity office phone
- Maintaining the event spaces & Film/Photography studio and assist in the organisation and delivery of private & public bookings
- Help support Community events such as weekly breakfasts
- Support the Health & Safety of Makerversity; Fire Evacuation procedures and First Aid procedures (training will be provided)

Ideal applicants would have the following experience and skill set:

- Experience in a customer facing/customer service role
- Attention to detail and high energy
- Enthusiasm and can do attitude
- Be comfortable working with a range of people and communicating effectively
- Enjoy working within a team and be good at working with others to make great things happen
- Practical and hands on: you like rolling your sleeves up and getting stuck in

Useful but not required:

- Experience working with Google Workspace
- General understanding of making, materials and tools

What we offer you

- £22-£24k (FTE) per annum, based on experience
- 25 day holiday, plus bank holidays
- Makerversity Membership
- Annual personal training budget and other personal development opportunities
- Team Away Days, including a summer & winter party
- Cycle To Work Scheme
- Access Employee Assistance Programme (mental health and wellbeing support)
- 20% discount at The Paint Room, Makerversity members only bar and cafe
- Discount at all Somerset House cafes, bars, exhibitions special events
- Part of a 3,000 strong Creative Community at Somerset House

About Makerversity

Makerversity is a membership community of professional makers and disruptors - all businesses who are making something amazing for a living. We assemble this community in shared co-making spaces for radical and wonderful creative businesses working in ways no one can predict. This means we run physical spaces for a curated community of members, attracting and assembling the leading voices on innovation and future making. In short, we're a catalyst that fuels the raw talent of today.

As well as providing physical workshop space and fabrication facilities at Somerset House, we exist as a platform to power our members even higher. How? By co-curating cutting-edge content for our public programme and learning projects. And through private partnerships and collaborations that pair our members with businesses or brands that want access to genuine innovation.

- 20,000 sqft of co-working and workshop facilities at Somerset House
- 300+ members comprising 160+ member businesses in our Somerset House community
- Relationships with the top universities in London and the UK

Our members might be freelancers, startups or small businesses. They could be designers, artists, creatives, makers, inventors or entrepreneurs working across themes such as material innovation, future cities and architecture, contemporary craft, digital manufacturing, or product design. They could be customer-facing, brand-facing or future-facing. And they are as diverse as they are collaborative - all pushing the frontier of contemporary design and making.