

Administration Internship

London

Duration at least 3 months

Jobcode UK020

We are a young but experienced agency providing contents and services in the media business: since 2004 we shorten the distance between video broadcasters and content producers. We are based in London but operate without borders thanks to our rich network of contacts as well as to innovative technologies which enables us to achieve high definition transmission of clips.

Our Products and Services consist of:

- A wide selection of clips updated everyday with the latest and coolest images from Rome, Los Angeles, Paris, Tokyo, Miami, London...ready to download and publish
- An ever growing online database with over 50.000 videos listed by category (Sports, Arts and Culture, Fashion, Lifestyle and Health, World News, Music, Paparazzi, Red carpet, Royals, Documentaries and Literature)
- Crews for fashion shooting sessions, events filming, interviews, documentaries as well as deliver tailored services

We also provide some consultancy by:

- Highly qualified professionals in audio-video contents' field available for your market research, facilitation and international sale intermediation, to smooth the process of sale agreement as well of video licensing
- experts in finding hidden, rare or old videos
- experts for building and implement a whole integrated marketing campaign

Requirements:

The candidates will be motivated by the opportunity to learn new skills and gain experience in their chosen field, we are looking for people with enthusiasm; good focus on detail; social; good work ethic; great communication skills, and that have a positive attitude. Computer literacy and the ability to speak a second European language are essential.

- Assisting with Vat invoicing.
- Using spread sheets, filing of purchases and sales invoices
- Assisting with credit control.
- Liaison with suppliers regarding queries on their accounts.
- Entering data in accounting software, SAGE and Quickbooks.
- Other general duties as required.

Please note all positions are un-paid, and priority will be given to those candidates who can start without delay, interviewing will begin immediately.