

## **Job Description – Noden Guitars Ltd**

**Title:** Workshop Coordinator

**Reports to:** Directors and Guitar Repairers

**Based at:** The Basement, 27 Denmark St, London, WC2h 8NJ

### **Job summary**

Based in central London, we are offering an excellent opportunity for individuals who are serious, passionate and committed to pursuing a career in the music business. You will be required to provide administrative support to our luthiers in a busy workshop in Central London. Knowledge of guitar repairs and the industry more generally is not essential, although an interest is preferable. You will be carrying out organisational and clerical tasks and assisting the directors in the day-to-day running of the business.

raising purchase orders for costs and invoices as well as general support for the department in terms of diary management and ordering stock & stationery

Please note that this role is an administrative one and to begin with will not include carrying out any of the repair work conducted on site.

### **Key responsibilities and accountabilities:**

1. Respond to and follow up enquiries by telephone, email and in person with customers.
2. Maintain and develop an internal database s.
3. Monitor and report on internal activities and provide relevant information.
4. Carry out market research, update social media and develop ideas for bringing in new business
5. Raising purchase orders for costs and invoices as well as general support for the department in terms of diary management and ordering stock & stationery .
6. Work with the directors to maintain good relationships with customers, traders and other companies working locally.
7. Attend training and to develop relevant knowledge and skills.

### **Scale and territory indicators:**

This is a full time position where you will be required to work approximately 40 hours a week including some Saturdays.

£17,500 - £18,500