

4K London Ltd. are an industry leading technicians agency, represents an expanding roster of highly trained Digital Imaging Technicians and other data camera specialists. We are looking for a London based individual to join our small team to provide general office support as a Production Assistant.

You must be:

- Fluent in both written and spoken English
- Have excellent communication and organizational skills
- Be computer literate (Mac and PC)
- Knowledge of cameras, production and post production is desirable

Primary responsibilities include:

- Updating databases
- Equipment prep
- Logging of equipment
- Booking couriers
- General office admin and some research
- Website updates (training provided)
- Stocking the kitchen

We are offering £15000 - £16000 per year depending on experience, with a 3 week initial trial followed by a 6 month probational period. This is an excellent opportunity for someone wanting progress from a runners position and an ideal chance to join one of the most rapidly expanding and technologically excitingly areas of the film industry. There is potential for the appropriate candidate to forge a carrier in number of different directions, either in the technical or production side of our business.

Office hours are Monday to Friday 0930 to 1800 with some later hours in peak periods. Please send your CV and a cover letter explaining why you are suitable for this job at jobs@4klondon.com