

Creative Production and Samples Coordinator

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Company: Agent Provocateur

Location: London Area

Category: other-general

Agent Provocateur is an iconic British lingerie, nightwear, accessories and beauty brand founded in 1994 with retail stores across North America, Europe and UK. We empower strong, sensual and independently minded individuals who are looking to reward themselves with products that reinforce their innate sense of confidence. We are currently recruiting for a Creative Production and Samples Coordinator to join the Creative department in our Market Road Head Office on a permanent, full time basis. The Creative Production and Samples Coordinator will be responsible for the complete co-ordination and organisation of product samples from production and press to creative, for use on shoots. Ensuring a smooth exchange between departments and liaising with other department such as wholesale and franchise teams and technical teams. The Creative Production and Samples Coordinator will also be responsible for assisting on both studio and location shoots, including production sample set up and breakdown. The successful candidate will assist with the creation, planning and post-production of photography and video shoots across e-commerce, look book and campaign shoots. As a Creative Production and Samples Coordinator, you will:

- Have a minimum of 1 years' experience within a studio, creative or photo production environment
- Have good knowledge of sample co-ordination systems (essential)
- Have proficient knowledge of Microsoft Office suite, specifically Excel (essential)
- Have previous experience in processing purchase orders and invoices (desirable)
- Have proficient knowledge of Adobe Creative suite (desirable)

The successful candidate will enjoy access to a variety of benefits such as:

- 21 days annual leave entitlement + plus Bank holidays each year
- Generous staff discount across a variety of brands
- Auto-enrolment into company pension scheme
- Cycle

to work scheme
Seasonal ticket loan
Charity time-bank scheme
Ability to purchase additional annual leave
Access to sample sale

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