



“Small Gift, Big Smile. “It’s more than just a catchy phrase; it’s the foundation of everything we do, and we’re proud to say we’ve been creating smiles for over 50 years.

Best known for global icon Hello Kitty, Sanrio has a portfolio of more than 400 characters, including new characters for EMEA like Gudetama and Aggretsuko and the much loved Mr Men Little Miss ‘family’. We license a unique collection of branded gifts, stationery and fashion accessory items while collaborating with the most respected companies in the world.

Our EMEA business coordinates the development of licensing throughout Europe, Russia, Middle East, Africa, Asia (for Mr Men), Australia and New Zealand.

An exciting opportunity has come up at our London office to work as our

Office Coordinator (m/f/d)

Your responsibilities

- Welcome our guests and clients – receive phone calls, open doors, organise meeting rooms, provide drinks etc.
- Organise in and out of office events such as trade fair attendance and client meals
- Manage courier services and our office suppliers as well as take care of all office supplies
- Manage commercial, travel and other company insurances and coordinate property management
- Book travel and hotels
- Provide admin support to the team, such as update tracking documents, send out weekly and monthly reports, draft presentations
- Manage the product sample room and assist the Brand Director on product approvals and brand support

Our requirements

- 3+ experience as an office coordinator
- Fluent English and French speaking
- Highly organised, pro-active and thorough self-starter
- Enthusiastic about their job and taking care of the office environment as well as welcoming clients and colleagues from other offices



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What we offer

- Work for a fun and well-known brand
- Become part of a friendly team in a good working atmosphere and the opportunity to work across our EMEA offices
- Work in an office based in central London (outside London bridge station)
- A simple reporting line

If you are interested in this fantastic opportunity and would like to find out more about it, please contact us via email and send your CV to careers@sanriolicense.com. We look forward to hearing from you.