



Office Manager

We work with a wide variety of international high fashion clients, artists and photographers on major campaigns, shows and events, coordinating work for our models. We are a well-established modelling agency, and for 15 years have been specialising in male fashion across the world. Please find more information on our website:

<http://www.tomorrowisanotherday.de/about/>

<https://www.ssense.com/en-us/interview/tomorrow-never-dies>

Your tasks:

Using booking software to create invoices and send payment reminders.
Generating payment slips and maintaining model accounts.
Answering queries from clients and models regarding the payment process.
Managing paper work such as visa applications and contracts and assist with travel bookings, demonstrating excellent organizational skills.
Acting as a point of contact for models and handle their queries.
Managing projects and distribute tasks among the team.

Your profile:

You should enjoy working in a busy environment and you should be efficient and decisive.
You should have experience of working on multiple tasks with tight and strict deadlines, being able to structure and prioritise well.
You should speak English fluently, fluent german would be an advantage but not a must. Any other languages spoken are of advantage, particularly French.
Above all, you should be approachable, adaptable and enjoy working with people.
You should be optimistic and have a positive attitude to problem solving. You should be reliable and pay attention to detail.
Previous experience in a model agency or in the fashion industry is not essential.
Please note that you must be willing to travel occasionally, and should be flexible when it comes to occasional and short evening or weekend work.

Please apply by sending a C.V. and cover letter to careers@tomorrowisanotherday.de.

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