



ustwo™ London

+44 (0) 20 7613 0433

7-10 Batemans Row, London EC2A 3HH

ustwo.co.uk

ustwo™ Malmö

+46 (0) 40 330 480

Södra Förstadsgatan 2, 211 43 Malmö

ustwo.co.uk

ustwo™ is seeking a Studio Support / Administrator Intern!

ustwo™, the studio of dreams™, is a digital design studio based in London and Malmö. We make beautiful, user-friendly interfaces and user experiences for mobile, product the web and more. With a family of talented individuals we offer our cliends™ (clients and friends) the very best in interface design and production to help make products smile!

See more about ustwo™ at www.ustwo.co.uk and <http://iphone.ustwo.co.uk/>

- In-house only, if you aren't able to be London based please don't apply
- We want to be the best... and only want to recruit the best...

Role

We're looking for a super organised and proactive studio support and administration intern with previous experience who can assist with, and take on responsibility for, reception duties, administration assistance for the Studio Manager, general studio maintenance and client care.

Experience / Skills

Required :

- You have previous admin/office experience preferably in a studio/creative environment
- You have impeccably professional yet relaxed and bubbly client facing skills
- You're self motivated, proactive and energetic with incredible attention to detail
- You've got Profreshion™ - Professionalism, Freshness and Passion
- Ability to work on a Mac is preferable and any basic design/photoshop skills a bonus!

Studio requirements

- Excellent written and verbal communication skills in English
- Passion and self-initiated drive, you need to take personal pride in the smooth running and presentation of the studio
- Desire to be the best
- You're social and enjoy being part of the team
- You are looking for experience in a role that is much more than the usual 9-5

Personal profile

- Ability to work in a demanding and fast-paced environment with a minimum of supervision
- Very precise and detail-oriented person with incredible diligence and enthusiasm
- Passionate for design and mobile a definite bonus
- Task oriented and super organised
- Natural ability to anticipate what needs doing next and skills to prioritise effectively

What we offer

- Work with a studio that is at the forefront of digital design over a multitude of platforms
- Be a part of a team that is varied and houses a complete range of super talent, with the opportunity to learn a lot from different experiences and in different areas
- Be part of a truly innovative studio interested in pushing the boundaries of digital design
- A platform for the strongest to shine
- Work in the freshest studio in east London
- Work with cutting edge technology, in an inspiring and fun atmosphere
- For the right person this internship could lead to a permanent role in the studio of dreams™

Contact

If you truly think you are the right person for this role then we'd love to hear from you. Send your cover email and CV to work2010@ustwo.co.uk. ustwo™ covers travel and lunch costs for interns.

We look forward to hearing from you!