



managed by Balism

## Mid Night Sun

Employee

### Responsibilities:

- **Check Out / Receive Equipment:** Ensure all equipment is properly checked out and received, including taking photos and uploading them to Google Drive.
- **Inventory Management:** Verify that every item listed for check-out is accounted for upon return.
- **Cleanliness and Organization:** Maintain a clean, organized, and client-ready workspace at all times. Ensure all equipment is clean and functioning properly. Batteries must be recharged upon return.
- **Damage Reporting:** Immediately report any damaged equipment to the Head of Department (HOD) or relevant parties.
- **System Implementation:** Assist in implementing a digital equipment scanning system for efficient check-in/check-out processes.
- **Client Coordination:** Meet clients outside of regular office hours as needed.
- **Basic Repairs:** Handle minor equipment repairs when feasible. Coordinating repair with outside technician.
- **Price List Updates:** Keep the price list for equipment rentals updated regularly.
- **Client Hospitality:** Prepare coffee or refreshments for visiting clients.
- **ID/Passport Management:** Collect and hand over client passports/IDs for invoices under MS
- **Social Media Content:** Capture photos and videos for social media, including creating short reels to promote the company's services. Respect Client privacy, ask permission.
- **Security:** Act as a gear guard during high-risk jobs (eligible for bonus pay).

## Ideal Candidate:

- **Honest and Trustworthy:** Demonstrates integrity in all aspects of their work, including handling equipment, interacting with clients, and reporting issues.
  - **Friendly and Personable:** Has strong interpersonal skills, creating a positive experience for clients and colleagues alike.
  - **Proficient in English:** Able to communicate effectively with international clients and colleagues.
  - **Proactive and Forward-Thinking:** Anticipates tasks and challenges, taking initiative without needing constant oversight.
  - **Problem-Solver:** Able to think quickly and resolve issues efficiently, whether technical or operational.
  - **Reliable and Accountable:** Takes full ownership of their responsibilities, ensuring all tasks are completed accurately and on time.
  - **Team-Oriented:** Works well in collaboration with others, fostering a cooperative and supportive work environment.
  - **Flexible:** Willing to adjust working hours when needed to meet client demands or project deadlines.
  - **Detail-Oriented:** Maintains a sharp focus on accuracy, organization, and the finer details in both equipment handling and workspace management.
  - **Passionate about Film:** Genuinely interested in the film industry, eager to learn and grow within the role.
  - **Clean and Tidy:** Prioritizes maintaining a clean, organized workspace and equipment storage.
  - **Adaptable and Fast Learner:** Quickly picks up new tasks, technology, and processes, and remains open to change and improvement.
  - **Trustworthy with Sensitive Information:** Handles client IDs, passports, and other sensitive data with the utmost care and confidentiality.
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