

# JOB VACANCY: OFFICE MANAGER

## NEW ERA DEVELOPMENT (UK) LTD

**Job type:** Permanent full-time/part-time

**Hours:** Full time - 37.5 hours per week, office hours 9am to 5pm; or part-time

**Job title:** Office Manager

**Salary:** £22,000 + company pension scheme

**Reporting to:** Managing Director

**Deadline for applications:** Monday 20<sup>th</sup> August 2018

We are looking for an Office Manager to organise and coordinate administration duties and basic human resources procedures. Your role will be to create and maintain a pleasant work environment, ensuring high levels of organisational effectiveness, communication and safety. You will also undertake some light Human Resources (HR) duties.

The Office Manager's responsibilities will include: recording absences and annual leave requests, arranging for office supplies, greeting visitors and providing general administrative support to our employees. Previous experience in an administrative or HR role would be a significant advantage. The successful candidate will have experience of using a variety of office computer software (email tools, spreadsheets and databases) and be able to accurately handle administrative duties.

Ultimately, the Office Manager will ensure the smooth running of the office and help to improve company procedures and day-to-day operations.

### JOB ROLES & RESPONSIBILITIES

The Office Manager will undertake administrative duties including but not limited to:

- Meet and greet visitors to the office in a friendly and professional manner
- Monitoring office supplies inventory and ordering stationery or equipment as necessary
- Handle incoming and outgoing calls, correspondence and filing
- Maintaining office conditions and arranging necessary repairs
- Liaise with facility management vendors, including cleaning, catering and security services
- Organise office operations and procedures
- Coordinate with the IT consultant on the office technological equipment
- Be the main point of contact and record all staff annual leave requests/approvals, sickness/absences and training records

- Assist staff in setting up and managing their company pensions
- Make monthly payroll submissions
- Record and confirm monthly working hours of casual staff
- Be the main point of contact for contract and price negotiations with office vendors and service providers
- Assisting with the staff recruitment and onboarding process, including scheduling interviews, planning and implementing a staff induction for new starters in cooperation with colleagues
- Assist staff with email inbox management, office printer and photocopier, shared computer network access
- Organise office meeting room reservations, setting up and coordinating the facilities for meetings and conferences
- Organise company car reservations
- Organise hotel reservations using the corporate account
- Manage and record office key distribution
- Raising Purchase Orders and tracking Invoices, keeping appropriate records
- Updating the online HR system, as required
- Updating, processing and filing documents, as required
- Any other tasks which the employer may reasonably require from time to time

## PERSON SPECIFICATION

- ✓ Demonstrates strong interpersonal skills and ability to build positive working relationships
- ✓ Shows a willingness to take on feedback and listen effectively
- ✓ Knowledge of office administration responsibilities, systems and procedures
- ✓ Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- ✓ Hands on experience with office machines (e.g. fax machines and printers)
- ✓ Familiarity with email scheduling tools
- ✓ Excellent time management skills and ability to multi-task and prioritise work
- ✓ Attention to detail and problem-solving skills
- ✓ Excellent written and verbal communication skills
- ✓ Strong organisational and planning skills in a fast-paced environment
- ✓ A creative mind with an ability to suggest improvements
- ✓ Secondary School/College A Levels or equivalent
- ✓ Proven experience in an administrative or HR role is a significant advantage