

# Office Manager

**Position** Office Manager

**Objective** Ensure the smooth day to day running of the office which includes anything from keeping it tidy to running reports.

**Key Result Areas** Results-oriented, committed individual that enables the use of administrative, time-management and organizational skills to support employees positively contribute to organizational growth.

## Expertise

- Knowledge of Excel, Microsoft Word, PowerPoint
- Good organisational skills, flexible and pro-active individual

## Key Responsibilities

- Occasional PA for CEO
- Travel co-ordination for UK and internationally
- Manage all London job boards and resolve any technical issues
- Book meeting rooms and set them up according to request
- Annually review all contracts and make sure that we are getting the best quotes and if needs be renegotiating rates
- Maintain office supplies for the London office
- Liaise with IT if issues need to be resolved
- Oversee Birthday and work anniversary arrangements - cards and cake etc
- Assist in the coordination of internal incentives

- Coordinate all maintenance for all UK offices
- Run regular reports for the MD
- Basic bookkeeping – collate and log receipts/expenses for yourself and directors
- Activate all new members of staff access cards
- Liaise with HR to assist with onboarding all new starters
- Distribute incoming post and manage outgoing post
- Greet guests
- Arrange board meetings, including catering
- Organize all internal social events
- Assisting Directors and team managers with admin duties
- Resolve administrative problems and enquiries for the Operations floor
- Ensuring office & kitchen area is tidy and presentable
- Order and set up fruit every Monday and Wednesday morning
- Assist Marketing department with both internal and external communication
- Collate information for monthly round ups

### Skills and Competencies

- Demonstrates behaviour which supports the Stott and May values
  - ✓ Passion
  - ✓ Family
  - ✓ Deliver on Promises
  - ✓ Need for Speed
  - ✓ Be a Value Leader
- Displays a high level of personal professionalism, presentation and credibility
- Able to work in a fast paced and competitive environment
- Able to manage self and time effectively
- Demonstrates a sense of urgency
- Able to think on feet
- Excellent communication skills – assertive, credible and confident
- Develops positive working relationships with immediate team members and other parts of the business