

Job Description – Office Manager	
Job Holder Signature:	Manager Signature:
Date Signed:	Date Signed:

Job Description

The Office Manager will be responsible for the smooth running of the office from answering the telephone to meeting visitors, ensuring the facilities are fully working, managing office stock and Health and Safety.

Responsibilities

- Answer the telephone and connect calls or take a message
- Manage incoming and outgoing office post and deliveries
- Welcome visitors and ensure they are briefed
- Ensure the office is stocked correctly from kitchen stock, stationery, office equipment and furniture, when required and manage the relationships and costs
- Partner with our external IT and telephone providers to ensure our IT and telephones work effectively
- Manage office equipment contracts, e.g. copier, water dispensers, mobile telephones
- Agree and manage utility contracts
- Ensure the site is maintained and secure at all times, working with external partners to maintain a high quality of work
- Ensure we are compliant with Health and Safety, completing regular checks and updating risk assessments as appropriate
- Arrange, chair and attend the Health and Safety committee meetings. Sending out the agenda, minutes and follow up on actions
- Ensure all employees receive training on Health and Safety requirements
- Responsible for managing office facilities and external contractors e.g. cleaners, general maintenance
- Be a point of contact and liaise with the landlord regarding matters affecting our building, our employees, the area around our building and Slough Trading Estate
- Attend team meetings when required
- Work with our external travel partner to ensure new employees are set up, and book travel, as and when required
- Arrange hotel accommodation, car rental and taxis for employees and visitors, when required
- Manage meeting rooms, and for large meetings ensure tea, coffee and lunch is provided, as and when required
- Ensure the meetings rooms are kept to a high standard at all times
- Raise purchase orders and place orders for non-stock items, e.g. packaging materials for the warehouse
- Maintain client and supplier agreement files and other company confidential files
- Support the Managing Director, when required
- Able to take on other projects, when required
- Creating and managing client project files, when required

Position Requirements

- Ideally 3 years work experience in an office management capacity
- Excellent communication skills
- Excellent use of all MS office packages
- Able to work on own or as part of a team
- Able to prioritise

Competencies

- Excellent communication skills with internal and external customers
- Self-aware
- Results focus with attention to detail
- Flexible and adaptable
- Tenacious

Work Conditions

- Reports to the Group HR Manager
- Overtime may be required from time to time
- Physically able to participate in training sessions, presentations, and meetings