

Office Manager

Job Description

We are seeking a highly organised and proactive Office Manager to support the smooth day-to-day operations of our services consultancy. This is a varied and hands-on role.

Key Responsibilities

- Support the HR Manager with office support and mailroom operations.
- Helping to handle incoming calls and external enquiries.
- Maintain employee hybrid pass assignment and control.
- Evaluate team leaders and report progress as required
- Process monthly administrative and financial reports.
- Maintain office access control systems.
- Raise and authorise purchase orders.
- Manage office inventory purchases.
- Assist with end-to-end recruitment to support the office meet targets as necessary
- Oversee document filing systems
- Ensure that data protection policies are followed
- Support Health & Safety activities across the office environment.
- Submit reports to management as required

Person Specification

- Ideally the candidate will have supervisory experience within a people management, or business administration environment.
- Strong understanding of Health & Safety requirements within an office environment is important. Along with proficiency in Microsoft Office applications, including Excel, Word, and Outlook
- Excellent verbal & written communication skills.
- Ability to listen to and influence peer group and department team members.
- Good attention to detail and the ability to analyse data.
- Ability to organise self and others to ensure tasks are carried out in a timely manner.
- Strong collaboration & influencing skills across departments and sites.
- Coach and train office staff to ensure competency requirements are met and maintained.