

JOB DESCRIPTION

Job title	Office Manager
Location	Milton / Station Road
Department	Support Services
Line manager job title	Director of People & Culture

Overview

To manage efficiently all aspect of the office at Milton and Station Road, including line management of the Administration and Reception teams.

Key accountabilities

- All aspects of management of the Reception team at the Station Road office.
- All aspects of management of the Administration team across PEM.
- Ordering all supplies for both offices, including perishable, stationary and facilities.
- Coordinate office maintenance and cleaning as needed, including managing landlord relationships.
- Management of all health & safety related matters.
- Work closely with marketing on office based events to ensure the smooth running.
- Budget management of all office related budgets.
- Fibre CRM super user.
- CI mindset to improve facilities and processes.
- Invoicing and billing for all Office needs.
- All other duties that are necessary to ensure the smooth running of the office and facilities

Person Specification

- Proficient with Microsoft Office
- Management experience, ideally as an Office Manager or in a similar role
- Health & safety NEBOSH qualification
- Experience dealing with Landlords and/or management companies
- Excellent attention to detail
- Exceptional communication skills
- Team player