

****NEW JOB**** A boutique publishing company is seeking an Office Manager. Based in Chelsea and paying up to £30,000. If you are interested please send your CV to alice.short@questprofessional.co.uk

Job: Office Manager

Location: Chelsea

Salary: Up to £30,000

The main responsibilities of the role will include:

- Primary point of contact for all matters relating to the smooth running of the offices.
- Manning reception and first point of contact for calls coming into the office – distributing queries as necessary
- Manage and maintain the condition of the office, including tidiness, cleanliness and arranging for necessary repairs
- Dealing with all suppliers, such as our IT and Telephone support team on a regular basis
- Organise the office layout and maintain supplies for kitchen/bathrooms, stationery and equipment
- Arrange office moves and deal with all the logistics
- Business travel management and bookings for the whole business
- Arrange and oversee desk moves, new starters and leavers
- Record office expenditure, purchase orders and manage the office budgets
- Respond to customer enquiries and complaints
- Manage and maintain a range of office software, record management, including email, spreadsheets and HR databases
- Assist the HR Manager as and when required
- Working with the MD's PA
- Manage administration assistants and ensure effective cover for absence and peaks in workload
- Review and update First Aid & Health and Safety policies and ensuring they are observed
- Arrange regular testing for electrical equipment and safety devices
- Tend to the wellbeing of the MD/Leadership team providing assistance in relation to travel, personal purchases, payments and

- expenses
- Produce ad hoc reports and undertake one-off tasks and special projects as and when required
- Cover Admin staff when they are absent

The Person

This role would suit an individual who possesses the following attributes:

- Is curious and questioning and able to identify the important issues within a situation
- Anticipates issues, spots opportunities to act and notices when things change and require a response
- Has an eye for detail, excellent time-management and organisational skills will enable efficient multi-tasking and prioritisation
- Hard working, focused and wanting to leave a positive mark
- Self-sufficiency, energy, resourcefulness, courage and initiative
- Positive orientation to dealing with obstacles and belief in ability to achieve goal
- Understands how to get things done at work, is aware of impact on others and is able to flex style to fit in and be acceptable to others
- Range of interpersonal skills allows individual to be discreet, credible, build agreement to an agenda and is patient when pursuing goals through others