

****JOB**** A children's clothing company are seeking an Office Manager/HR Assistant. Based in White City and paying £24,000. If you are interested, please email your CV to alice.short@questprofessional.co.uk

Job Title: Office Manager/HR Assistant

Location: White City

Salary: £24,000

Job Role:

Responsibilities:

- Running the office effectively, efficiently and smoothly
- Booking transport, accommodation, meetings and appointments
- Ordering stationary and equipment
- Dealing with correspondence
- Liaising with the stores, staff and suppliers
- Maintaining office procedures, including health & safety
- Managing of all the filing systems
- Ensuring that all necessary staff records are kept on file and kept up to date
- Running welcome sessions for all staff
- Recording all expenditure
- Maintaining the condition of the office and arranging for any necessary repairs
- Managing the cleaner, their duties and ensuring that the office is kept clean and tidy at all times
- Checking the paperwork being returned from stores to ensure that there are no discrepancies
- Assisting the Directors as and when needed with ad hoc tasks or projects
- Understanding all the different contractors and suppliers involved in running the office
- Negotiating and renewing supplier contracts
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Required skills:

- Advanced skills across all Microsoft Office suite
- Excellent communication skills
- Strong numeracy
- Good problem solving and analytical skills
- Great attention to detail
- Ability to manage multiple projects for multiple people in a fast-paced, deadline-driven environment.