

****NEW JOB**** A land development organisation is seeking an Office Manager. Paying £20,000 and based near Regent Street. If you are interested, please email your CV to alice.short@questprofessional.co.uk

Job Title: Office Manager

Location: Regent Street

Salary: £20,000

Responsibilities:

- Running the office effectively, efficiently and smoothly
- Booking transport, accommodation, meetings and appointments
- Ordering stationary and equipment
- Dealing with correspondence
- 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
- 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

Required skills:

- Excellent communication skills
- Great attention to detail
- Ability to manage multiple projects for multiple people in a fast-paced, deadline-driven environment.