

**** NEW JOB**** A marketing agency is seeking an Office Manager. Based near Waterloo and paying £25,000. If you are interested, please email your CV to alice.short@questprofessional.co.uk

Job: Office Manager

Location: Waterloo

Salary: £25,000

Overview of Role:

- Understand company culture and be a positive role model
- Represent the company and it's brand to our internal and external team
- Work effectively with colleagues, helping to make the agency a great place to work

Specifically;

- Manage the Front of House Service
- Oversee all Office Management
- Manage Reception
- PA duties to the company's Senior Management Team
- Provide Finance Support

Core Responsibilities:

Front of House service

- Provide a warm welcoming and professional reception service: greeting visitors on arrival, informing the relevant member of staff, advising guests how long they will be kept waiting, taking coats and providing refreshments.
- Being full conversant with who's who in the company, both in terms of name, role and job title, and to be aware on an ongoing basis who is working on which projects
- Taking accurate messages and promptly passing these on to the recipient

Office Management

- Responsibility for an on brand office environment throughout the day
- Ensuring that the wider office environment, including meeting rooms, are clean, tidy,

correctly stocked

- Decoration and furnishings: Oversee maintenance and raising any issues with line manager
- Proactively offering suggestions re. interior decoration & furnishings, to ensure an on brand and up to date office environment
- Liaising with the buildings' cleaning team re. specific requests
- Monitoring and replenishing water, milk stores, coffee & tea, and other kitchen items
- Meeting management :-
 - o Proactively managing the meeting room diaries and prioritising / negotiating sometimes conflicting requirements
 - o Servicing catering requirements for external meetings, and ensuring meetings rooms are set up and ready 10 minutes before meeting.
 - o Clearing up after meetings, and at the end of the day
- Office maintenance in conjunction with Landlord's representative

Reception

- Managing all reception based systems and processes to ensure reception / office administration run smoothly and efficiently
- Ensure that the front door and telephones are covered whenever you need to step away from your desk
- Office purchasing: Ordering all stationery/kitchen ware/interiors, as required and preempting any shortages or sudden requirements that may occur before anyone else does, ensuring all invoices are allocated to the relevant job number.
- Ensuring the stationery cupboard and kitchen is kept tidy and supplies are easy to find
- Recording any accidents in the Accident Book
- Acting as Fire Marshall
- Keeping a record of the team's birthdays; ensuring that cards and gifts are bought in consultation with the team
- Ordering couriers and taxis as requested, ensuring job numbers and contact names are quoted for all orders.
- Distributing the post each morning
- Informing the addressee as soon as deliveries arrive.
- Ensuring internal mail is collated each day
- Using your initiative to keep busy and recognising where help is needed

PA duties for Senior Management Team

- Be proactive in identifying any support requirement to maximise effectiveness of the Senior Management Team
- Oversee travel arrangements Senior Management Team (including management of visa's for travel etc.)
- Proactively manage timesheets (where relevant) and expense claims of the Senior Management team
- Organise lunches / refreshments, as required by the Senior Management Team
- Proactively plan and manage client entertainment

Finance Support

Support Finance Director dealing with;

- Supplier/ team invoice/ payment queries
- Inputting all invoices once signed off onto system checking that correct authorisation has been given
- Checking supplier statements to Aged Creditors
- Processing staff expense, and submitting company credit card expenses
- Petty cash reconciliation
- Timesheet reporting

Candidate Requirements:

- Previous admin experience is advantageous - ideally within an agency environment
- Passionate about working in the communications industry
- Significantly proactive, and someone who takes immense pride in what they do
- Incredible attention to detail & excellent communication (written & spoken) skills
- Fantastic interpersonal skills, able to adapt quickly to the challenges of working for multiple reports
- Able to demonstrate a good level of numeracy and literacy skills
- Strong organisational and prioritising skills
- Excellent MS Outlook and excel skills