

JOB DESCRIPTION

Job Title	Office Manager
Division	FI – Real Estate Management
Location	Based at Canal Mill PR6 9AF however travel to other sites is required
Reporting to:	PA's to the Directors
Responsible for:	Administration and Central Support Team
Liaison with:	Various departments

Role Overview

To provide support to the senior management team by delivering effective and efficient office management:

Key Duties & Responsibilities

- General office management duties i.e. supplies, process, training and manage its running. As well as management and coordination of the Administration and Central Support team.
- Assist with e-mails, letters and telephone calls and other general administration duties.
- Arranging training for staff.
- To assist the HR manager on H.R. matters related to the Administration and Central Support team
- Implement and maintain company standard documents and formats.
- Maintain office standards and etiquette
- Update and ensure the compliance of office procedures
- Establishing an office procurement policy and ensuring the adherence of this thereafter

An awareness of:

- General H&S in the workplace.
- Some knowledge of current legislation.
- Managing and maintaining client's budgets.
- Human Resources.

Competencies

- Experience in the Property Management sector would be an advantage
- Experience in establishing and developing procurement policies would be an advantage
- Team player who is also able to work on their own initiative.
- Excellent communication skills.
- Planning and organization skills.
- A demonstrable understanding of the importance of confidentiality.
- A strong understanding of IT systems and Microsoft Office applications in particular good working knowledge of Microsoft Excel.
- Ability to analyse written and numerical data.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.