



OFFICE MANAGER

Are you:

- An experienced Office Manager?
- Proactive, with a keen eye for detail?
- Keen to be involved in an extremely varied role, ranging from administrative support, events, health and safety, facilities, and property management?
- Highly organised with excellent communication skills and attention to detail?

Would you like to:

- Contribute to our dynamic, progressive organisation by supporting the management of our office facilities and company administration?
- Effectively manage an office with both internal resources and external stakeholders?
- Source and compare suppliers to ensure value for money and quality of service?

...then we would like to hear from you.

Ecctis Limited is the UK national agency for information and expert advice on international qualifications and the global leader in skills assessment and credential evaluation. We help make sense of international qualifications and support a range of clients including individuals, universities and colleges, awarding bodies and government ministries.

We are looking for an Office Manager effectively manage the company's office administration, facilities and premises, support the planning of company events, and get involved in some ad-hoc executive support. The successful candidate should be able to demonstrate that they are a team player, that can also work proactively and autonomously with minimal supervision.

The role

Previous experience of office management and/or facilities management and an awareness of Health & Safety culture would be an advantage, but it is essential that you are organised and methodical with strong communication skills and have an aptitude for troubleshooting and problem solving. As Office Manager you will join a friendly, professional team and your main responsibilities will include the effective support for all Company office administration, maintenance, furniture and equipment requirements and liaison with external contractors and suppliers, including specifically:

Administration and Office Support

- Devising and maintaining effective office systems and processes, including data management and filing.
- Producing a wide range of documentation, briefing papers, reports, and presentations.
- Organising catering for meetings
- Meeting and greeting all visitors at all levels of seniority



- Organise and procure all office related items such as stationery, furniture, etc. This also includes negotiating and comparing suppliers to find the most cost-effective methods that meet quality standards.
- Supporting with the planning of all company events such as the Christmas Party, Company Away Day and Evening Meal, etc.
- Organising new joiners into the business' stationery, security fobs, etc.
- Organising Health and Safety training such as Fire Wardens and First Aiders, managing their certifications and ensuring leavers are replaced.

Communication

- Effective management of all company office accommodation, maintenance, furniture, and equipment requirements liaising with external contractors and suppliers.

Office and Facilities Management

- Working with senior management and the Communications team to send out monthly internal newsletters.
- Planning and organising and ensuring satisfactory delivery of all accommodation requirements, including obtaining any necessary works approvals, maintenance and repairs
- Ensuring facilities meet health and safety and legal requirements
- Negotiating office contracts, ordering, invoice reconciliation, and monitoring of expenditure on office maintenance and equipment
- Manage parking and hot desking rotas for the office

Corporate Support

Ad-hoc corporate support to the Head of Corporate Affairs such as:

- Management of company insurances
- Ad-hoc diary management and executive support for the Executive Director.

Skills & Experience Required

Qualifications

- Educated to Level 3 Diploma or higher
- Health & safety awareness (desirable)

Interpersonal, effectiveness and communication skills

- Excellent interpersonal, verbal and written communication skills
- Excellent organisational and time management skills
- Pro-active, professional approach & a good team player
- High level of attention to detail and the ability to work under pressure and to deadlines, using own initiative
- Working closely and effectively with internal and external personnel where required
- High level of computer literacy (Microsoft Word, Excel and Outlook are essential)
- Highly numerate, with an understanding of financial management.



Office Location: Cheltenham, Gloucestershire, UK
Hours of work: 37.5hrs per week, Monday to Friday 8:30am/9:00am to 17:00pm/17:30pm with a one hour unpaid lunch break each day
Salary: £30,000 per annum
Benefits:

- 25 days annual leave plus bank holidays. Pro-rata for part-time employees
- Company Pension scheme, the Company will match employee contributions up to a maximum of 6% of basic salary in the first year. Then the scheme becomes non-contributory with employer contributions of 10% leading to 20% based on years' service.
- Life assurance of 3 x basic salary for members of the pension scheme.
- Bupa Private Health Care Scheme with employee contribution.
- Employee Assistance Programme
- Employee Ownership Trust:
 - As an Employee Ownership Trust, we do things a little differently from some other organisations. Every one of our employees has a voice and our people are highly motivated and committed. Our structure allows for our combined success as an organisation to be shared equitably across the Company. The trust is indirect, meaning that eligible employees are not shareholders directly, however they are held 'in-trust' by the Trust's Board of Directors.
 - The Employee Ownership Trust allows for a yearly tax-free bonus that is in addition to performance related bonuses to be paid to all eligible employees – dependant on the company's annual performance.
 - Eligible employees: Employees have to be employed for 6 months before being an eligible beneficiary of the Trust.

Please note: All applicants must hold a current permit or visa showing their right to work in the UK.

To apply: Email your CV and covering letter to recruitment@ecctis.com