

Office Manager – Vale of White Horse area

Bluestone Planning is looking to expand its team to include a part time / full time flexible office manager role (hours to be agreed).

Job Description

The successful candidate will take on a diverse role supporting a dynamic creative team with office management, HR, secretarial, quality assurance and financial duties. The duties will include:

General

- Ensuring smooth running of the office on a day to day basis and welcoming clients
- Support senior members of the team
- Archive management
- Answering the phone, organising, and scheduling meetings/appointments.
- Dealing with new business enquiries on the telephone and via email.
- Ordering all company stationery (business cards, headed paper etc) and other items required for business purposes
- Company marketing: Website updates - liaising with SEO company on updates to the website.
- Office IT: liaise with IT support to resolve any issues.
- Organising insurance for the office (annually)
- Review office contracts such as phones and photocopier to ensure best deal.

Financial

- All financial aspects of Partnership (in liaison with accountants) including monthly and annual payroll, PAYE/NI, pensions, student loans, invoicing, VAT, credit control
- Managing expenses claims / recharging expenses and invoicing clients
- Management and maintenance of all data on the Partnership's bespoke CRM system (called 'Scoro' which records timesheet / invoicing / project details / contact information / expenses / storage of electronic project documentation). This system is used to produce invoices and financial reports.
- Preparation of monthly and quarterly financial reports

Quality Assurance

- Maintenance of the company's quality assurance manual (we are ISO UKAS accredited 9001, 14001 and 18001)
- Maintenance of the company's staff manual

Human Resources

- HR support in the office. This includes: collating information for employment contracts/running payroll/keeping a record of staff holidays and monitoring sick days.
- Overseeing recruitment of new staff and dealing with administration / induction of new starters; managing leavers

Skills Required

- Excellent interpersonal, written and spoken skills
- Experienced in use of MS Office and other packages
- Organisational skills
- Ability to prioritise work effectively

To apply please send through your CV and a covering email setting out a brief description of your relevant qualifications, experience and career expectations to us at this address: info@bluestoneplanning.co.uk

Reference ID: Office Manager

Application deadline: 05/12/2020

Expected start date: 05/01/2021 (or earlier if agreed)

Salary: £18,000.00-£25,000.00 per year depending on experience and qualifications

Benefits include:

- Flexible schedule
- Access to company healthcare scheme

COVID-19 considerations:

The above will normally require working from an office base. However during COVID lockdown staff are working from home.