

**Job Title: Office Manager & Administrator**

**Department: Business Support**

**Location: Manchester**

**Working hours: Monday – Friday, 9am-5.30pm**

**Job purpose:**

The Office Manager & Administrator will provide administrative support, greet and direct visitors and liaison with all departments in the business to ensure the smooth running of the office. Candidates should have strong verbal and written communication skills, a strong ability to multi-task and a friendly demeanor.

**Key responsibilities and accountabilities:**

- Be first point of contact, operate the reception desk, telephone and meeting rooms booking and management (refreshments)
- Administer the office teams' diaries, arrange CPD's, book meetings
- Order office supplies, stationary, printing and kitchen supplies
- Liaison with external contractor services e.g. cleaners and waste management
- Liaison with accounts team re: rent & service charge, leases, security provisions
- Manager maintenance matters with landlord/building management
- Be the fire warden and first aider for the office, carry out health and safety checks, security procedures, manage PPE
- Coordinate audits, 9001, 14001, WREN
- Manage office budget (petty cash, expenses)
- Book couriers/taxi/trains/restaurants/hotels etc.
- Coordinate sport & social events
- Assist to administrate business development activities
- Assist with writing up meeting minutes/letters/reports for senior management
- Process fee billing, office invoices
- Be the office document controller (OMS)
- Link with support teams in London e.g. IT, Accounts, HR, Marketing

**Qualifications, skills and experience:**

- 2+ years' experience in an office environment
- Typing and IT skills
- Strong organisational skills
- Attention to detail
- Uses initiative and prioritise tasks and workload, ability to multi-task
- The ability to accept and understand instructions
- Oral and written communication skills
- Tact, discretion and respect for confidentiality
- Is approachable and establishes and maintains good working relationships
- Reliable and honest
- Takes responsibility for and seeks to improve own performance

If interested please email [laura.brazier@tpbennett.com](mailto:laura.brazier@tpbennett.com) with your CV