

EXECUTIVE ASSISTANT TO DIRECTORS / OFFICE MANAGER

JOB DESCRIPTION

The position supports the five Directors and is responsible for the daily management of the office.

The position-holder reports to the Managing Director.

Some responsibilities are delegated to members of the team and are marked *

KEY RESPONSIBILITIES

EXECUTIVE ASSISTANT

- To help manage and co-ordinate diaries for Directors, scheduling internal and external meetings
- To plan and organise travel for Directors, including making relevant travel and accommodation bookings, preparing briefing folders and itineraries
- To handle private and/or confidential correspondence for Directors
- To handle monthly credit card and foreign expenses statements for Directors
- To provide administrative support as required

OFFICE MANAGEMENT

- To organise the office and be responsible for premises related issues. To be responsible for the purchase, maintenance and development of décor, equipment, supplies and services (including furniture, lighting, power, heat and air conditioning, office, kitchen, catering and cleaning supplies, fire and security alarms)
- To negotiate new and renewal contracts for energy, broadband, telephone and mobile services
- To liaise with the MD concerning the budget for office expenditure and to check and authorise invoices relating to office maintenance
- To be responsible for company insurances
- To manage the company's magazine, directory and online subscriptions*
- To manage the company's on-site filing and off-site archive
- To be responsible for Health & Safety matters, keep abreast of and ensure compliance with legislation, promote good practice, manage staff awareness

- To take overall responsibility for the Office Manuals

IT

To be a focal point for day-to-day IT matters, liaising with external providers as necessary.

- Day to day IT management and user support
- Backups, systems, communications and training (including software upgrades as appropriate, ensuring the company is compliant with licensing requirements)
- To purchase new computers and equipment
- To manage and monitor company house document style, leading any required development of Word and Overture templates
- To be key point of contact for Overture

HUMAN RESOURCES:

- To work in liaison with line managers on HR matters
- To handle recruitment (working in liaison with relevant Line Managers)
- To be responsible for the induction programme for new members of staff
- To keep abreast of employment legislation
- To keep Staff Manuals, personnel records up to date
- To be responsible for keeping job descriptions and job titles up to date
- To administrate the Company's travel insurance schemes

NG/RvW
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