

JOB DESCRIPTION

EXECUTIVE ASSISTANT/OFFICE MANAGER

Key Activities:

EXECUTIVE ASSISTANT TO DIRECTORS

- To help manage and co-ordinate diaries for Directors, scheduling internal and external meetings. Ensuring diaries (Overture) are kept up to date with the arrangements
- To plan and organise travel for Directors, including making relevant travel and accommodation bookings, visa applications. Preparing briefing folders and itineraries
- To handle private and/or confidential correspondence for Directors
- To provide administrative support as required

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

OFFICE MANAGEMENT

- To liaise with the team at Somerset House, booking meeting rooms and reviewing monthly packages
- To be responsible for the purchase of equipment and supplies
- To negotiate new and renewal contracts for 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
- To organize requests and purchase of London concert tickets
- To organize office meetings and events

VIRTUAL OFFICE/IT SUPPORT

- To be a focal point for day-to-day IT matters, liaising with external IT consultant (MacTribe) as necessary.
- Backups, systems, communications and training (including software upgrades as appropriate, ensuring the company is compliant with licensing requirements)

- To maintain computer inventory and organize the purchase of new computers and equipment when necessary
- To be key point of contact for Overture. To keep Overture updated with new contact information and personnel changes
- To work on IT projects e.g. Google drive, Teams implementation, as an when necessary
- Social Media – to deputise for Communication Manager when she is away

ACCOUNTING

- To handle monthly credit card and foreign expenses statements for Directors
- Other bookkeeping tasks (tbc)