

## **We have a vacancy for an Office Manager+.**

By Office Manager+ we mean that some aspects of the role are administrative and organisational but others are to provide support to some of our Account Handlers working on client projects.

We see the role broadly including the following activities:

- using a range of Office software, including email and excel
- using a range of other administrative software for setting up new jobs, clients, suppliers, invoicing, raising, POs etc
- Personal Assistant to the MD
- managing (and overhauling some) filing systems
- weekly accounts filing
- monitoring/ordering stationery/printer toner etc
- managing annual contracts for landlines, mobiles, IT support, business insurance etc
- booking business travel and accommodation for the team
- making office purchases eg furniture, IT kit
- managing the holiday records
- taking notes at monthly team meetings
- booking various team members onto events
- carrying out research for client projects (venues and suppliers)
- maintaining the condition of the office and arranging for necessary repairs
- some understanding of posting on social media would be useful
- being the first voice of the office for inbound calls

The role requires excellent communication skills and as such a good telephone manner is essential.

We work in an open plan office, have a great team spirit and would see you as an essential player in that team.

The successful candidate will need **high attention to detail**, to be a self-starter and proactive at coming up with suggestions for improving admin systems and processes. We are not looking for someone who is passive and needs to be told what to do all the time. The role requires tasks to be owned and managed. We would view you as an equal and essential team member; with us all sharing the same journey - but there can be no passengers.

The role is permanent and being offered on a part time basis (20hrs per week) with some flexibility as to when the hours are worked. However, we would be looking for 4 days per week. Potentially more hours could be available.

### **Package includes**

- Salary is £10, per hour, depending on experience
- 20 days annual leave plus Bank Holidays

- Birthday off work if it falls Mon-Fri
- 2 charity days off a year
- Complete Christmas shutdown
- Being part of a brilliant, friendly and winning team!

### **Who are we?**

With you, we are an award-winning team of 12, working on major event management projects for many well-known brand names, as well as for some brilliant clients in the Higher Education sector. The agency started in 2005 and we have a very low turnover of staff, which helps contribute to the team spirit we mentioned and our incredible client loyalty.

The team are passionate about their work, creative, enthusiastic... we don't deny that we work hard but we can socialise with just as much energy!

We're so excited about 2020 and beyond! We are receiving unprecedented levels of new business enquiries and many existing clients are continuing to increase the level of work with us.

The right person will help us spend more time focussing on our clients which will allow us to continue to grow our business. Basically, we need a brilliant organiser to free our project managers up to organise brilliantly!

Please send your CV and covering letter to [karl@assuredevents.com](mailto:karl@assuredevents.com) explaining **why you think you are more suited to this role than anyone else**. We're biased obviously, but we think this is a brilliant opportunity for someone to join and make a difference to a team from day one. Show us why that would be you.

We don't have a 'close by' date for this opportunity but can take the right person on just as soon as they can start. We'll know when we've found them.

No agencies please.