

Vacancies

(CW611)

Office Manager - West End - £40000 + Bonus

Office Manager

Based in Hammersmith

Working for this exciting recruitment business you would be responsible for the running of the office from an operational point of view. This would be great for a recruiter who wants more of an operational role.

The job holder will be confident, organised, committed, with excellent communication skills and a proactive approach to work as an active team member. Furthermore they will have an appreciation of the fashion & retail industry and be motivated by the prospect of career progression within the business.

Duties:

- Providing a positive external impression of the company at all times
- Collection and distribution of post and deliveries
- Organising, scanning, filing, and photocopying of papers
- Maintain all stationery stock levels and filing (including staff and client files)
- Database work – managing the integrity of the database system (Aspire)
- Printing, binding and circulating documents.
- Assisting in the maintenance of facilities including management of suppliers
- Organise and supply all catering/cleaning/maintenance requirements for the offices
- Responsible for office health and safety procedures
- General office administration management
- Motivate and organise the company team (i.e. Regarding social calendar, charity goals, staff events)
- Supporting the MDs of both business units
- Provide support to Directors/Associate Directors of the business
- Production of client presentations
- Responsible for all office housekeeping
- Maintain employee holiday applications, approval process
- Maintain employee documents incl. Handbook
- Issue of contracts of employment and offer letters
- Recording of attendance/absence
- Production of reports for management
- Production of reports for key account clients
- Providing key account management support and liaison with client and/or remote employees
- REC company member representative

- Having an awareness of employment /employment agency compliance matters and implementation / communication
- Carry out internal compliance checks and reporting on findings

Ad Hoc occasional Financial duties including:

- Coding supplier invoices and staff expenses
- System liaison with Accounts dept re Aspire /Tempaid administration/codes
- Conduct integrity assurance on all invoices/expenses
- Control and distribution of accounts documents, eg. P45s, statements, banking docs.
- Liaison with accounts, payroll & credit control personnel.

The company marketing, including:

- Build and maintain relationships with press and industry bloggers
- Upload of press releases and submission to online media
- Provide administrative support to Consultant use of Twitter & Facebook
- Management and reporting on the performance of all the company websites and competitor websites
- Administer content and commentary for the company's twitter, LinkedIn, Facebook and Blogs
- Organise the company marketing and promotion activities in order to add value and further strengthen the relationship between client and the company
- Trouble-shoot and provide a sympathetic ear to Consultant issues where needed
- Ongoing development of the company website and liaison with web/digital services provider 4MAT
- Building 'follower' numbers of the company social media presence
- Become an expert in digital marketing and candidate engagement

Experience/Skills Required

- Excellent communication and organisational skills
- Excellent attention to detail
- Good numerical skills
- PC skills - Microsoft Word, Outlook, Excel and PowerPoint required
- Ideally experienced in working within an office environment in a support role, and interaction with people of varying positions and seniority

Personal Attributes

- Confident and personable character
- Resilient
- Proactive approach and "can do" attitude
- Calm and unflappable manner
- Mature attitude
- High energy and enthusiastic