

gyro:

JOB TITLE Office Manager

REPORTING TO HR Manager

HOURS Mon - Fri 8am - 4.30pm

JOB PURPOSE To provide a slick and seamless service to both internal and external clients. Taking pride in the appearance of reception, public areas and meeting rooms, ensuring they are spotless and tidy at all times.

- RESPONSIBILITIES
- To act as first point of call to all visitors to gyro
 - To manage reception in a professional manner on a daily basis.
 - To open up reception in the morning and close reception at night.
 - To manage receptionist ensuring performance is monitored.
 - To screen calls effectively and professionally as required
 - To meet and greet visitors, provide hospitality as required, escort to meeting rooms, advise of their arrival.
 - To ensure that the office is secure and that the employees and visitors/tradesmen adhere to existing policies relating to security and complete the visitors' book on entering and exiting the building.
 - To manage the switchboard, ensuring that there is constant cover during core working hours.
 - To liaise with IT and external support team for maintenance of the switchboard.
 - To arrange couriers and manage deliveries to the office as required.
 - To ensure tidiness and cleanliness of main areas, e.g. kitchens, reception, meeting rooms, general public areas as required.
 - To provide hospitality for both internal and external clients as required.
 - Arrange and unpack food deliveries daily.

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- Arrange ad hoc flowers and gifts for bereavements, births, weddings etc.
- Ensure reception bible is up to date by reviewing and updating on a quarterly basis.

Office Management

- Providing office management and control of facilities functions.
- Monitor budget, looking at cost effective ways to reduce spend: presenting ideas to HR and MD and implement changes.
- Carry out periodical reviews of service contracts including office equipment, cleaning, off-site storage and building maintenance together with the help of the Logistics Manager.
- Manage the diary of the Logistics Manager.
- Be first point of contact for any problems with Chelsea Harbour security
- Organise work permits for off-site contractors.
- Inform Chelsea Harbour of any maintenance work that needs to be carried out in hallways and bathrooms.
- Manage contracts: cleaners, taxi, couriers, electricity, water coolers, pest control.
- Sourcing new suppliers/contractors to ensure best service/value for money.
- Managing relationships with current suppliers and contractors liaising with accounts payable.
- Provide finance with details of all purchases/quotes and keep an up to date log and assist when bill and invoices are received.
- Responsible for ordering of furniture, kitchen equipment etc as needed.
- Responsible for audit of cleaners cupboard and monitoring supplies purchased by Cleaning Co.

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- Be the first point of contact for any maintenance queries and to arrange and manage the Logistics Manager to monitor the completion of repairs and maintenance within the office as required.
- Be responsible for Company Health & Safety including risk assessments for all staff.
- Responsible for annual Fire Risk Assessment and securing best price
- Manage first aid accident book & hold first aid supplies.
- Act as First aid representative and fire warden support - liaising with authorities.
- Manage annual First Aid training.
- Manage locker allocation.
- Co-ordinate office moves liaising with the HR Manager, Logistics Manager and IT.
- To participate in the Social Committee organizing quarterly events as well as the Summer and Christmas Party

HR

- To provide administrative support to the HR Department as needed
- To conduct H&S induction with all new starters
- Arranging other services to facilitate staff welfare i.e. flu jabs
- Arrange and coordinate Launch meetings for new starters.
- Managing Pamper Days on the last Friday of each month.
- Other ad hoc tasks as required by management



EXPERIENCE/

- Experience in Office Management within an agency environment

SKILLS REQUIRED

- Experience in managing a switchboard
- Excellent communication skills both written and oral
- Excellent organisational skills
- Well presented
- Client Focused Approach
- Ability to meet deadlines
- Passionate, energetic approach
- Flexibility
- Reliability
- Excellent knowledge of Microsoft office products