



Job title	Office Manager (Part-Time)
Reporting to	Chief Executive
Based at	Plexal, London
Hours of work	21 hours per week
Type of contract	Permanent
Salary	Salary will be within the range of £25,000 to £30,000 per annum
When	Immediate (ASAP)

Scope of the Job

Our busy, client-focused office needs a reliable, well-organised Office Manager to handle day-to-day operations with a focus on efficiency and time management. The Office Manager will be responsible for developing intra-office communication protocols, streamlining administrative procedures and task delegation. We're looking for an energetic professional who doesn't mind wearing multiple hats.

Key Responsibilities

- Develop organisational procedures and systems for office personnel, including filing, billing, accounts payable, payroll and scheduling
- Improve employee and client retention rates through active communication and problem-solving efforts
- Continue education in management, organisation and team-building skills
- Manage employee schedules and troubleshoot scheduling conflicts as they arise
- Order supplies and equipment as needed
- Establish a good team atmosphere through leadership and employee development
- Identify ways to improve policies and procedures
- Enter employment data into the computer database
- Track and update hourly employee leaves of absence

- Establish a guidance procedure for onboarding new hires and training them to meet the needs of the company
- Communicate with employees about compensation, benefits and other facets of their employment
- Approve and schedule annual leave based on employee need and company requirements
- Respond to questions or complaints from employees in a timely fashion
- Come up with new ways to measure employee morale and determine methods to improve overall employee satisfaction

Expectations

- A. To attend and contribute to team meetings.
- B. To ensure that all responsibilities and activities within this post are consistent with the terms and spirit of MLMS' Equal Opportunities Policy.
- C. To attend and contribute to MLMS staff training and any other training identified as appropriate for the post.
- D. To occasionally travel to meetings across the UK and Europe, which may require the need for an overnight stay.
- E. To occasionally work unsociable hours, for example attending evening or weekend meetings or travels outside of London.
- F. To maintain an appropriate level of confidentiality at all times.
- G. To the nature of the post will require flexibility in undertaking the role.

Personal Specifications

Skills and Competencies

- At least a Bachelor's degree or equivalent
- Excellent written and verbal communication skills
- Excellent critical thinking skills and the ability to exercise good judgement and solve problems quickly and effectively
- Problem-solving skills
- Self-motivation and enthusiasm.
- Ability to plan ahead and work within agreed timeframes.

- Ability and willingness to travel for work.
- Willingness to work occasional evenings and weekends if required.
- Proficiency in Microsoft Office suite
- Experience with scheduling, budgeting and payroll
- Comfort with a fast-paced environment

Premises

- To ensure premises are secured and remain clean and tidy.
- To arrange any minor works that may be required to the building or plant with due regard to business continuity and safety.

Additional Information

- The post holder must at all times carry out their responsibilities with due regard to MLMS' Equal Opportunities Statement.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act 2018 (UK's implementation of the General Data Protection Regulation (GDPR)).

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post.

Person Specification

Criteria	Essential	Desirable
<p><u>Qualifications</u></p> <p>Bachelor's degree or equivalent GCSE English and Maths</p>	<p style="text-align: center;">✓ ✓</p>	

<p><u>Experience</u></p> <p>Experience of working in office administration or human resources</p> <p>Experience of database management and maintenance</p> <p>Experience of working on own initiative with minimum supervision, but also to work cooperatively collaboratively and supportively within a team</p> <p>Experience with scheduling, budgeting and payroll</p> <p>Comfort with a fast-paced environment</p>		<p>✓</p>
<p><u>Skills and Abilities</u></p> <p>Ability and willingness to travel for work</p> <p>Willingness to work occasional evenings and weekends if required</p> <p>Proficiency in Microsoft Office suite</p> <p>Excellent written and verbal communication skills</p> <p>Excellent critical thinking skills and the ability to exercise good judgement and solve problems quickly and effectively</p> <p>Problem-solving skills</p> <p>Self-motivation and enthusiasm</p> <p>Ability to plan ahead and work within agreed timeframes</p>	<p>✓</p> <p>✓</p>	

Salary and Conditions of Service

The salient features of conditions of service for Clerical and Certain Related Administrative staff are as follows:

- Salary will be within the range of £25,000 to £30,000 per annum
- Annual Leave is 30 days, plus 8 statutory and 4 additional days during the Christmas holiday period. Annual leave should be taken out of term time in general but term time leave can be approved at the manager's discretion.
- Automatic entry into the London Pension Fund with the option to opt-out.
- All posts at MLMS are subject to reasonable adjustment under the Equalities Act (2010).
- All appointments at MLMS are subject to a probationary period.
- The appointment is terminable by one month's notice on either side.

Applications

When preparing your application, you should address carefully the post details enclosed and in particular, the qualities outlined in the Person Specification. Please include examples where appropriate.

All applications must be received by the advertised deadline.

Further Information

MLMS confirms its commitment to equal opportunities in all its activities. It is intended that no job applicant or employee will receive less favourable treatment on the grounds of political belief, sex, sexual orientation, disability, marital status, race, nationality, ethnic origin, religion or social class. Selection and promotion criteria are kept under review to ensure that individuals are treated on the basis of the job requirements and on their relevant personal merits, and are not disadvantaged by conditions or requirements which cannot be shown to be justifiable.

If you have a disability and are interested in this post, MLMS welcomes your application. For an informal discussion you may wish to contact on:

Telephone: 03301310353

E-mail: info@mlms.org.uk

