

RECEPTION / OFFICE MANAGER NEEDED TO JOIN OUR FAMILY



Who we're looking for

A highly organised individual who possesses excellent communication and interpersonal skills. We are looking for someone who has the ability to work closely with our stakeholders across various departments and on varying projects. Someone who can maintain a level head in a sometimes pressured environment. You will be the first person our clients meet when they attend our office.

You will be required to organise client-facing meetings and events, possibly even chairing internal meetings. You will be required to maintain the office/facilities and have responsibility for Compliance such as Health and Safety and Data Protection, and possibly undertake research and project management.

You will need good secretarial skills and diary management experience with excellent written and communication skills. You should have good IT and computer skills, as it is expected you will be the local contact point with EMW's IT team, available to support the other team members based in the Gatwick office.

Event and people management experience in particular would offer candidates a distinct advantage when thinking about their next career move.

Key knowledge areas

Essential:

- Previous administration/secretarial experience
- Good computer skills
- Well-developed communication
- Organisational and team working skills
- Ability to be assertive
- Ability to work unsupervised and on own initiative

Desirable:

- Interest in working towards Office Management qualification

Familiar With:

- Microsoft Applications (Word, Excel, PowerPoint, Outlook, Access, HRIS)

Team

Administration Team

Reporting to

Joy Vollans (Chief Executive Officer)

Location

Gatwick

Benefits

- 20 days holiday
- BUPA Private Health (after qualifying period)
- Employee Assistance Programme
- Income Protection Scheme
- Death in Service Benefits

Equal Opportunities

The firm is an Equal Opportunities Employer and is committed to the implementation and maintenance of employment and recruitment practices which will ensure that no potential or current employee or trainee, is treated less favourably on the grounds of age, disability, gender, marital status, race, nationality, colour or any other aspects unrelated to their current and potential skills, aptitudes and abilities.

Key Skills:

- Good organisational skills
- Diary management experience
- Excellent interpersonal and communication skills
- The ability to multitask and work well under pressure, as well as setting your own deadlines
- Basic budgetary/finance experience
- Basic social media/marketing experience
- Diplomacy and understanding of the need for strict confidentiality
- A tough and resilient 'can do' proactive attitude
- Good writing skills
- Event management

Role Duties:

- Reception – answering calls, emails and letters; welcoming clients/visitors
- All-around secretarial duties
- Being the point of contact for suppliers and ensuring office supplies and resources are restocked and office equipment are maintained
- Maintaining office policies and managing health and safety procedures
- Keeping records of office expenditure
- Data responsibilities, including GDPR
- Meeting, conference and event planning
- Assisting with HR training
- People management
- Any other duties as and when required by your Manager