



Office Manager

Roles and Responsibilities

Main Duty - Day to day running of the office management requirements, general supervision of the office and that it remains functioning at all times.

- You will report to the Managing Director
- Your role will include taking direction from the Finance Director
- You will be responsible for various aspects the business, for example:
- Administration of client orders, including review of them.
- Invoicing clients at completion of works or interim stages, including obtaining payment information including VAT etc
- Administration of subcontractors that may be required, including assisting in placing subcontractor orders and processing any related invoices
- Understanding and administering the various client portals, including order receipts, invoicing, etc.
- Assisting with the administration of the tenders, including the tender log and keeping it updated.
- Assisting with the compilation of various reports and statistics for the Directors, for monthly Management Meetings.
- Being responsible for updating the Order Book on a regular basis and the general administration of same, including liaison with Commercial and Finance Teams on this.
- Your role will involve various Admin tasks for your colleagues, including the Directors of the business.
- Dealing with subcontractor onboarding and compliance of the business QMS files.
- Management of junior Admin staff.
- Ensuring the substantive link between Operations, Commercial and Finance teams
- Administration relating to obtaining and consolidating various business accreditations
- General document control

