

**\*\* NEW JOB\*\*** A multi-family office is seeking an Office Manager. Paying £25,000 and based near Oxford Circus. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: Office Manager

Location: Oxford Circus

Salary: £25,000

**PRINCIPAL RESPONSIBILITIES:**

**Administration**

1. Coordinate & record deliveries of all correspondence & packages in & out of Office
2. Distribute all correspondence & packages received to appropriate person
3. Coordinate supplies and manage stock of stationary, printing and cleaning materials
4. Coordinate with IT contractor for any technical problems

**Marketing**

1. Keep stock of all marketing material and promotional material
2. Assure sufficient stock of all marketing material and promotional material
3. Assist in the preparation of reports and presentations
4. Assist with the organization of and attend marketing events
5. Assist with social media sites

**Maintenance**

1. Complete cleaners check list and make sure job is done adequately
2. Keep file of maintenance contracts and assure services and checks are carried out
3. See to all ad hoc building issues in a timely manner

**Reception**

1. Be presentable at all times cover the front desk and divert calls or take messages appropriately
2. Book and arrange all meetings in the conference room internal and external
3. Keep log book of all office visitors and take business cards

**HR**

1. Keep log book of absences (sick leave and annual leave) and inform HR head office

2. Set up for all new employees (stationary, phone, business cards, access card and key)

### **Real Estate**

1. Maintain key locker and record
2. Assist with managing the apartments
3. Help prepare marketing and training material

### **Skills**

Must be proficient with Microsoft Outlook and competent with Word, Excel and PowerPoint

### **Characteristics**

Enthusiastic, diligent, good time keeping, happy to work as part of a team but able to work on their own initiative