



Part-Time Office Manager Job Description

£25k - £28k pro-rata

1 Year Maternity Cover

The Role

A chance for an enthusiastic, confident, pragmatic individual to join an expanding IT Support company. The successful candidate will be based at our offices in East Grinstead, West Sussex. Due to the nature of the business a full enhanced DBS disclosure will be carried out.

Main Duties will include:

- Ensuring the business is compliant with necessary regulations.
- Design and implement procedures to ensure compliance and efficiency.
- Invoicing customers using our accounts package, and chasing late payments.
- Working with our 3rd party accountants to ensure VAT returns, payslips and other obligations are met.
- Liaising with staff, suppliers and clients.
- Ensuring health and safety policies are up to date.
- Preparing letters, presentations and reports.
- Organising induction programmes for new employees.

Conditions of Service

- The role of Office Manager is part time. Initially two days a week with scope to increase. It is a 52 week a year role.
- Hours of work – The hours of work can be flexible to fit around other commitments, ideally 10am – 3pm.
- Holiday – The part time Office Manager is entitled to twenty days holiday per year, which will be calculated pro-rata.

The successful candidate should ideally have:

- A background in the IT support sector would be highly beneficial.
- Experience in an administrative role.
- Knowledge of software packages such as Microsoft Office.
- Reliability and discretion, you will often learn of confidential matters.
- Communication, negotiation and relationship-building skills.
- IT skills
- Problem solving skills
- Good initiative
- Attention to detail.
- Budgeting skills.

If you wish to apply, please send your CV to rkinkade@2moons.uk or call 01342 444040 for more information.