



JOB DESCRIPTION

Job Title	Firmwide Office Manager
Location	Cambridge based
Business Unit	HR
Professional Supervisor	Head of HR
Liaising with	HR Team, Finance Director, Executive Assistants and Management Board
Major objectives of the role	<p>Office Management: To ensure the smooth running of the Cambridge, Northampton, Milton Keynes and London offices. With responsibility for the Reception and Administration Teams, including oversight of all recruitment activity, and pastoral well-being.</p>

Major Tasks	<p>Manage office facilities and related projects in the four locations working in liaison with office managers and personnel, coordinate the work of contractors.</p> <p>Manage the office budget for each of the 4 offices making sure that any facilities work is approved and undertaken in accordance with agreed budgets.</p> <p>Collate and compare costs for the procurement of office related goods and services, working with budget managers to achieve maximum value for money</p> <p>To be responsible for the Firmwide Administration Team and Reception Teams to provide an efficient quality service for each fee earner, Business Unit and office location.</p>
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	<p>Direct, coordinate and plan essential office services such as Reception, security, maintenance, mail, document archiving, cleaning, catering, waste disposal and recycling.</p> <p>In liaison with the firm's Health & safety Officer, ensure all members and visitors are safe at all times by providing for all the firm's buildings to meet health and safety requirements and that facilities comply with applicable legislation and regulations.</p> <p>To complete the CHAS accreditation on an annual basis.</p> <p>Plan best allocation and utilisation of space and resources for all locations including the re-configuration of existing layouts.</p> <p>Plan facilities requirements for future development in line with strategic business objectives.</p> <p>Check that agreed work by staff or contractors has been completed satisfactorily and follow up on any outstanding works or defects.</p> <p>Act as coordinator for the firm's offices in Milton Keynes and London working in collaboration with the office coordinators for those locations.</p> <p>Respond appropriately to emergencies or urgent issues as they arise and deal with the consequences.</p> <p>Ensure equipment in all the offices is maintained and functional.</p> <p>Ensure stationery stocks are maintained in all offices.</p> <p>Regularly review the contractors for each of the offices to ensure that we are obtaining value for money and the best service and price and meet with them on at least an annual basis.</p>
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PERSON SPECIFICATION

Required Skills	<ul style="list-style-type: none">- Previous office Management experience.- You will have good communications skills, written and verbal.- Ability to multi-task and organise work in a very busy office environment.- You will be able to develop a good personal relationship with colleagues.- You will be able to perform under pressure.- Positive attitude.- Ability to prioritise effectively.- Ability to maintain strict confidentiality.
Required Knowledge	<ul style="list-style-type: none">- Proficient in Microsoft Office.- Understanding of how to create and work to a budget.- You will have experience of working in a client. facing environment.- You will demonstrate excellent attention to detail with a solution focused outcome.
Possible experience most likely to help with successful performance of the role	<ul style="list-style-type: none">- Health and Safety knowledge.