



JOB DESCRIPTION

Job Title:	Office Manager
Department:	Operations
Responsible to:	Deputy Director of Operations
Salary:	£26,000 - £28,000 pa
Benefit:	8% Employer's Pension Contribution
Tenure:	Permanent
Hours:	Full time 37.5 hours per week
Location:	Lib Dems Headquarters, Westminster, London SW1P

The Liberal Democrats are recruiting for a highly organised, personable and self-motivated Office Manager to join our team. As the Office Manager, you are responsible for organising and coordinating the office functions to ensure the organisation runs smoothly. Your role is to ensure high levels of organisational effectiveness, communication and safety, within strict budgetary controls.

MAIN RESPONSIBILITIES:

1. Manage the maintenance of copying and telephone facilities.
2. Manage the supply of office stationery and equipment supplies and the tidiness of the storage area, including maintaining stock levels.
3. Provide a specific range of administrative services to staff and volunteers including but not limited to taxi bookings, bulk mailings, ordering couriers, badge issuing, recycling, signing in book, ordering kitchen supplies.
4. Organise the mail handling facility including incoming and outgoing post, day to day relationship with Royal Mail.
5. Deal with deliveries, ensure they are complete and that they are collected by or delivered to the department
6. Act as the primary point of contact for the HQ relationship with cleaning suppliers, building management and other reactive maintenance services.
7. Manage HQ's health and safety policy
8. Organise and manage HQ's webinar and conference call facilities, providing training as necessary.
9. Management of the party's archiving and logistics facilities

10. Proactively ensure that HQ is equipped and prepared for elections
11. Liaise with the Deputy Director of Operations on key facility contractual decisions
12. Proactively update the telephone directory and HQ organogram.
13. Look after HQ's IT equipment, work mobiles and setting up new starters with their workstation.

DETAILED DUTIES INCLUDE:

Office management and facilities duties

- Lead on keeping office tidy. Look after cleaning contract.
- Liaise with handyman and maintain a list of any maintenance problems.
- Provide all new staff with security cards and maintain a list of persons with security cards.
- Premises health and safety. Ensuring we have sufficient fire wardens and first aid officers who are suitably trained and providing health and safety inductions for new starters when they start work. Responsible for all PAT testing, fire risk assessments, legionella testing, emergency evacuation procedures etc.
- Archiving: Ensure that HQ has a set of procedures in place for archiving and storage of documents and materials, both on and off-site.
- Provide taxi booking, courier service, travel arrangements, meeting room booking.
- Act as the point of contact for webinar and telephone conference facilities.

Administration services

- Post
 - sort incoming post into pigeonholes, frank all outgoing post, keep franking machine fully funded, and order couriers as required
 - Maintain an accurate record of postal services ordered and departmental postal records
 - Keep up to date with current Royal Mail services.
- Photocopiers
 - maintain the photocopier service
 - routine maintenance of copiers (clearing jams, filling with toner)
 - liaising with engineers as necessary.
- Office equipment and stationery
 - order and maintain supplies of office consumables and stationery, including business cards, mindful of environmental best practice
 - Ensure that deliveries of stationery and office equipment are stored and do weekly checks to ensure that supplies are maintained
 - Liaise as appropriate with suppliers.
 - Order and maintain stocks of kitchen consumables

IT

- Onboarding and offboarding of Staff onto lighthouse
- Setting up and issuing of mobile phones and landlines.
- Maintain a sign in, sign out system and log of all HQ equipment.

PERSON SPECIFICATION

- Experience in office management, facilities or similar role within a busy office

- Experience of dealing with contracted services and maintaining good working relationships with service providers.
- A good understanding of office systems and procedures and ability to develop them to take account of changing organisational needs
- Exceptional organisation, planning and administrative skills
- Highly computer literate; confident and proficient with Word, Excel and Outlook
- Excellent interpersonal, written and spoken (face to face and phone) communication skills
- Good attention to detail, takes pride in maintaining a tidy, safe and pleasant office environment
- Self-motivated, hands on individual with a can-do attitude
- Punctual and reliable
- Able to work under own initiative and with minimal supervision
- Ability to work flexibly in a small team, building strong day-to-day relationships with colleagues
- Able to manage a varied workload, balancing scheduled tasks with requests for assistance from the team, which may have short deadlines
- Sympathetic to the principles, aims and objectives of the Liberal Democrat Party.

APPLICATION PROCEDURE

Please apply online on our website by attaching: -

- 1) A copy of your CV; including complete work history
- 2) A Covering Letter; no more than 2 pages of A4 in length, indicating clearly how your experience and skills meet the criteria stated in the job and person specification. Please also write your name on top of your supporting statement.

Closing date: Tuesday 8 January 2019

Please note: We will not be able to employ you if you are not eligible to work in the UK. We will not be able to obtain a work permit on your behalf.

The Liberal Democrats are equal opportunity employers and particularly welcome applications from groups who are currently under-represented in our staff.