



Office Manager

May
2021

Job Title:	Office Manager
Reporting to:	Director
Responsible for:	Smooth Running of Company Administration
Location:	Scarborough, North Yorkshire, UK
Full time or part time:	Full Time
Salary:	£23-28,000

An international and forward-looking business seeks a critical new team member to help us fast-track the next phase of our growth.

We're looking for an energetic, numerate, detail-oriented completer-finisher to ensure processes are maintained and improved over time. Integrity, confidentiality, flexibility, and initiative are all important characteristics for this role, due to the nature of the information handled and the no-two-days-the-same variety.

The right person will ensure that all runs smoothly from receipt of order to despatch of goods, as well as taking responsibility for overhead functions such as HR, Health and Safety, accounts data input, and IT.

Job Purpose

This role, Office Manager, is a critical position to ensure the smooth running of all back-office functions within the company. This person will occupy a lynchpin role, overseeing and often undertaking back-office processes as part of a small team to ensure that sales can send out quotes easily, manufacturing has the materials required, customers receive their goods, and accounts can be produced quickly and easily.

In essence, this person will "keep the wheels on" the operations of the company allowing the sales team to maximise sales and marketing opportunities and the production team to focus on producing high quality products.

The successful candidate will need to adopt existing processes but will have considerable scope to modify and improve these processes for future benefit of the company.

Key responsibilities include:

Finance

- ✓ Data inputting: eg purchase ledger, sales ledger

Purchasing

- ✓ Periodic calculation of material requirements to meet sales demand
- ✓ Sourcing and purchasing of other items required eg
- ✓ Administration of purchasing eg issuing POs, booking in delivered goods

IT

- ✓ Ability to learn and navigate our ERP system, including how the elements interrelate

HR

- ✓ HR record keeping
- ✓ Calculation of holidays and other remuneration elements
- ✓ Basic HR support with legal / HR professional backing

ISO 9001

- ✓ Process mapping to obtain and maintain this certification



Colleagues you will work alongside:

- Managing Director (overview, strategy, product development and research)
- Commercial Manager (sales, marketing)
- Operations Manager (overseeing production)
- Export Administrator (sales administration, shipping orders)
- Production Team (manufacturing)

Core Requirements:

- Accounting – AAT or by qualified by experience
- High level of tact and discretion to handle confidential information with care
- Strong numeracy skills & spreadsheet ability
- Experience of IT management - hardware, software, databases
- Attention to detail and completer-finisher characteristics.
- Familiarity with ERP systems
- Can-do attitude and willingness to roll sleeves up
- Resilience and resourcefulness to respond positively despite occasional challenges.

Other aspects of the role, and desirable characteristics

- Must work with and obtain commitment / cooperation from a wide range of parties, from in-house production teams to academics, customers and suppliers
- Experience of Six Sigma / process improvement would be useful
- As part of a small team, it is expected that all team members will “muck in” to get work done, even if not formally part of their job spec.
- Must be able to solve problems creatively

Would suit someone who:

- Leans towards attention to detail and compliance with process
- Has strong interpersonal skills to ensure others cooperate in process compliance
- Can work with others with different work style preferences
- Is a resourceful problem solver

If you think you would be a good candidate, please send your CV and a letter explaining why you'd be a good fit, to enquiries@pbsinternational.com

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sales@pbsinternational.com
