

## Part Time Office Manager and Personal Assistant to Managing Director

### Job Specification

#### **Regular Office Management Tasks:**

- Telephone and first contact duties including monitoring and responding to incoming emails and calls
- Office Management – management and purchasing of office supplies, sorting and managing post / courier collection and deliveries
- New Enquiry Management – assigning new job numbers, creating and referencing pipeline job record in HubSpot, liaising with the Management team, and liaising with the clients
- Tracking all activity and existing enquiry management in the HubSpot Database
- Collation of information to produce job quotations, reviewing and issuing to the customers
- Current Contracts Management – updating HubSpot with PO numbers and documents, uploading all necessary documents and communication into files (photos, quotes, emails, etc), updating jobs status
- Liaising with office & site staff re: material purchases, plant hire, deliveries, payments, document creation and review, RAMS, payroll, TimeKeeper app
- TimeKeeper management – monitoring staff clocking-in and out, manually amending where necessary, input of staff absences, creating and managing contracts and inputting staff holidays
- Suppliers – ordering materials, welfare facilities, plant & fuel, making direct payments, responding to payment queries, and raising POs

#### **Ad hoc Tasks**

- Insurance – managing all Insurance policies (Fleet, Company, Professional Indemnity, Plant) and getting revised annual quotes
- Accreditations – application and maintenance of ISO 9001 & 14001, CHAS & SafeContractor
- Tenders – co-preparation, co-ordination, and submission
- Managing the compliance with auditable information – H&S, ISO, GDPR & Fire Risk Assessment
- Customer PQQs – co-preparation and issuing of the completed documents/forms
- Contract queries – liaising with the relevant team members, collecting necessary data, preparing reports / documents for customers

#### **Personal Assistant Duties:**

- Diary management - arranging meetings and managing the MD's schedule
- Accommodation management – arranging suitable accommodation for travel schedule
- Team liaison – dealing with day-to-day requests and helping to liaise between team and MD.

**The ideal candidate will have:**

- prior office management or be ready to take this next step
- proficiency in office systems, including database management and office organisation
- good verbal and written communication skills
- excellent organisation skills, ability to prioritise work effectively and perform under pressure
- professional telephone manner and excellent customer care skills
- the ability to maintain strict confidentiality and a strong work ethic
- positive attitude, the ability to work under own steam and be reliable

**16 hours per week / salary depending on experience**

**Please apply by email to [info@ecotechsystems.co.uk](mailto:info@ecotechsystems.co.uk) and include your CV and a covering letter.**

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