

## **Job Title: Office Manager**

**Location:** Hethersett, Norfolk

**Reports to:** Contracts Manager

**Employment Type:** Full-time, on-site

### **Role Overview**

The Office Manager will be responsible for ensuring the smooth day-to-day operations of the office. This role is very much hands-on, involving managing administrative tasks, coordinating travel and accommodation, purchasing, maintaining office supplies, and providing support to finance and operations. The ideal candidate is highly organised, proactive, financially aware, and able to handle multiple responsibilities in a small fast paced office environment.

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### **Key Responsibilities**

#### Office & Operations Management

- Ensure the office environment is organised, safe and well maintained
- Manage purchasing of office supplies
- Act as the main point of contact for suppliers, vendors and service providers
- Coordinate meeting logistics and travel arrangements for staff
- Organise internal team events and social activities
- Support basic facilities management, including deliveries and equipment coordination

#### Administration & Finance

- Process invoices, expenses and purchase orders
- Assist with financial record keeping and simple reconciliations
- Support project expenditure monitoring
- Provide general administrative support to the Financial Controller

#### People Support

- Assist with maintaining accurate employee records, and undertake onboarding of new starters and sub-contractors
- Track holidays, sickness and similar absences
- Coordinate internal communications and team reminders
- Act as the first point of contact for general staff queries

#### Project & Process Support

- Ensure confidentiality and compliance with company policies

- Support the production of internal documentation and quality processes
- Suggest improvements to administrative systems and workflows

#### Marketing Support

- Support basic marketing tasks of the company

#### **What You Bring**

##### Essential

- Experience in office management, administration, and operational support
- Excellent organisational skills and strong attention to detail
- Understanding of simple finance processes
- Clear written and verbal communication skills
- Confident with MS Office, particularly with Excel
- Ability to manage multiple tasks independently and prioritise effectively
- A proactive, flexible, problem-solving mindset
- Professional and approachable manner when interacting with staff, suppliers and visitors

##### Desirable

- Familiarity with Xero
- Familiarity with construction industry tools/CRM Systems
- Working knowledge of ISO standards and working practices

#### **Perks & Commitments:**

- Full time, permanent role
- Monday to Friday 8:00am to 4.30pm, - 40 hours per week
- 20 days holiday + bank holidays as standard, plus extra day for your birthday
- 3% employer pension contribution