

Office Manager

Company Background

FungiAlert is a young, growing and exciting agri-tech company that has developed world leading technology for understanding soil microbial communities. Our mission is to increase crop productivity sustainably, whilst minimising agriculture's environmental impact, by discovering superior microorganisms for the development of bio-products. After having secured a seed investment, we are now looking to grow our team to implement our vision of protecting our natural ecosystems by providing game-changing bio-products for agriculture that can replace chemical inputs.

We are committed to promoting a diverse and inclusive workplace that harnesses personal development and focuses on excellence. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, etc., to support staff from different backgrounds and personal needs.

Job Description

This is an on-site role. The candidate will be an experienced office manager that can support the Company with essential administrative tasks that will ensure the smooth running of the office on a day-to-day basis. The candidate will be responsible for supporting the operations of the Company and must take full ownership of implementing office management processes, including managing invoices, purchase orders and payroll systems.

The ideal candidate will be competent in prioritising their workload and be comfortable working with little supervision. An effective team player will be a pre-requisite for this role, as the candidate will be working closely with Executives of the Company, Lab Manager and with the technical team. They will be self-motivated, organised, adaptable, an excellent communicator, friendly and trustworthy, and will have good attention to detail.

We are looking for someone with previous office management experience, who is used to a busy and varied role - and won't be phased by wearing lots of different hats. This is very much suited to someone who has a "small company ethos" and is happy to muck in and get involved in whatever needs to be done.

Reporting Line

- Reports to Chief Operating Officer

Salary & working hours

- £28,000 to 31,000 FTE, depending on experience
- Permanent
- Part-time role (0.5 FTE to 0.6 FTE) with flexible working hours

Tasks & Responsibilities

- Serve as a first point of contact for correspondence and phone calls to the office, scheduling appointment and follow up phone calls as appropriate
- Processes invoices, expenses and purchase orders
- Communication support with facilities management
- Answer general emails and postal correspondence and liaise with staff, suppliers and clients as appropriate
- Office inventory control and supply management
- Book and arrange travel, transportation and accommodation
- Support HR (with new recruits, onboarding, general HR admin)
- Organise meetings/ book meeting rooms
- Organise product deliveries and returns
- Type, compile and prepare reports, presentations and correspondence
- Implement, document and maintain procedures/administrative systems
- Work closely and efficiently with the Executives to keep them well informed of upcoming commitments and provide administrative support as needed
- Any other ad-hoc admin to support the business

Experience Required

- Minimum 2 years' experience working as an Office Manager or relevant office admin role
- Knowledge of office management responsibilities, systems and procedures
- Knowledge of accounting, data and administrative management practices
- Highly IT proficient - Excel/Word/Databases/PowerPoint
- Excellent written and verbal communication skills

Skills

- Team working and effective communication – the candidate will need to demonstrate successful team working skills, adapt to team working practices and effective communication skills with all the members of the team and with other stakeholders
- Ability to perform administrative tasks to a consistently high standard with attention to detail
- Highly organised with the ability to prioritise workload, to multitask and to work to deadlines
- The candidate will need to be self-motivated and capable of working independently with the ability to plan and take responsibility for own work using initiative, seeking advice where necessary
- The candidate needs to be able to display strong organisational and planning skills, including effective problems solving skills and decision making skills

If you are interested in becoming part of FungiAlert's team, please send us your cv and covering letter to info@fungialert.com before the 11th June 2021

We look forward to hearing back from you!