



**WARM WALES
CYMRU GYNNES**

Office Manager

Salary: £27,500pa

Contract: Permanent

Hours: 37 hours per week

Location: South Wales office, Port Talbot

As our Office Manager, you will work with our growing team and will report to the Finance Director. The main focus will be supporting the organisation to achieve its aims. Managing the smooth running of the office and providing support to managers and colleagues through effective administration is key to the role. In addition, you will work on our ISO quality certification providing invaluable support to ensure we maintain our accreditation.

Key Duties & Responsibilities

Finance:

- Assist with basic financial tasks such as sales and purchase ledger
- Building and managing supplier relationships, negotiating with suppliers to ensure value for money
- Inventory of IT and mobile phone stock and office supplies and replenish when needed

Administration:

- Maintain a well-organized and efficient office environment, helping establish and maintain office procedures
- Assist senior management team as required
- Manage colleague travel plans and logistics and assist with travel arrangements
- Liaise with landlord and provide facilities maintenance such as management of annual fire checks and building repairs or maintenance, recycling and waste management
- Manage meeting room bookings
- Source provisions for kitchen and board meetings

Certification:

- Management of ISO 9001/14001 system
- Updating manuals in line with current practice
- Participation in maintaining our ISO 9001 and 14001 accreditation
- Internal/external audits for various certifications

Office Manager



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Person Specification

	Essential	Desirable
Skills and Abilities <ul style="list-style-type: none"> • Excellent communication skills: verbal and written • Able to work using own initiative • Excellent administrative skills • Excellent attention to detail • Solid organisational skills • Ability to multitask and prioritize tasks effectively • Understanding of ISO quality accreditation • High level of professionalism and discretion • Basic knowledge of finance processes 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
Knowledge & Experience <ul style="list-style-type: none"> • Adept in Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams). • Knowledge of Data Protection Act • Experience in office management • Experience in quality management 	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	
Personal Qualities <ul style="list-style-type: none"> • Ability to work as part of a team • Enthusiastic and pro-active • Efficient and effective • Collaborative approach 	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	
Other <ul style="list-style-type: none"> • Ability to speak Welsh • 5 GCSE's at A-C or equivalent 	<p>X</p>	<p>X</p>