

Office Manager

The Partnership

Recent liberalisation of the legal market has presented significant opportunities for new companies to take advantage of these. The Partnership is a new breed of solicitor specialising in residential property transactions, offering unparalleled levels of service that are setting the standard for law firms today.

Role Summary

This is a critical role for the company to help support the development and growth of the business. The suitable candidate will be responsible for all operational aspects of the business and their ability to deploy strong organisational skills and supplier management and service delivery will have a major impact on the organisation's ability to grow.

Reporting to the Managing Director, the role requires a mature and systematic approach to problem solving, and careful planning and preparation. This is a rare opportunity for the candidate to define the role for themselves, and working with the management team, set objectives and goals to be reached and measured by.

Essential Skills

- First class organisational skills
- Strong team member, comfortable working under pressure
- Strong attention to detail with outstanding organisational ability
- Ability to absorb new concepts quickly in unfamiliar activities, especially IT
- Comfortable and confident with working with suppliers
- Ability to work with minimal supervision and to show initiative
- Flexible approach to defining the role and moulding the organisation

Key Responsibilities

- Supplier Management

We rely on a number of key suppliers to the business. A vital part of the role will be liaising with current suppliers, including information technology, stationery, office equipment, health and safety provision, security, cleaning and maintenance companies.

- Environment

The physical office itself always requires a certain level of maintenance and upkeep to ensure its smooth running. The office manager is responsible for ensuring that all elements of the office function, including electrical, plumbing and telephony are adequately maintained and kept in working order. This will require pre-empting of potential problems, including ensuring prudent redundancy of equipment and management of service providers.

In addition, the office manager will be responsible for working with the management team to ensure that the layout of the office can support the personnel requirement including the purchasing of additional desks, chairs and partitioning. This will also require the supervision of any supplier changes to the office including partitioning and electrical sockets.

- Information Technology

After our people, this is the most critical part of our organisation, and currently, the haphazard approach to information technology must be addressed. There are significant expansions planned for the next six months, including a new server implementation and automation of documentation scanning, this is an extremely demanding and critical role to the organisation. This will involve working closely with both the managing director and the IT supplier.

On a day to day basis, the office manager will be responsible for ensuring that service levels are maintained and that all staff are receiving the responses that they need from the supplier and any issues such as printer usage are optimised.

- Stock Control

Lack of appropriate stock can cause significant delays to the provision of service in all areas of the business. The office manager is responsible for all elements of stock control, from stationery, marketing materials and general office items. A system will need to be devised and documented.

- Process Documentation and Streamlining

The business has a significant number of processes, some more efficient than others, but all need to be documented and reviewed. This will require the Office Manager to liaise with ALL aspects of the business, and work with the managing director to investigate how efficiencies can be made. It ties directly into the vital recruitment process as it will provide the introduction for new employees, as part of the induction process to the ways and operations of the business.

Hours Of Work

Full time

Salary

On application

Benefits

- • 23 days holiday per year (plus 3 at Christmas)