

Charles Taylor Woodwork

Job Description



Job Title:	Office Manager
Reports to:	Charles Taylor
Staffing Responsibilities	Co-ordination with office colleagues relating to shared tasks.

Main Purpose of the Role	<p>To support the Management team of the organisation, including:</p> <ul style="list-style-type: none">• The general administration of the office, including:<ul style="list-style-type: none">~ management of the facilities of the office~ ensuring the telephone is answered promptly and courteously~ greeting customers~ generation of email, correspondence and invoices etc.~ management of the company post~ managing goods in~ diary management• Operational management<ul style="list-style-type: none">~ timesheets recording~ job costing~ purchasing for office and materials~ research for materials and products• To manage the day to day finances of the office including:<ul style="list-style-type: none">~ bank reconciliation~ Cash flow planning and monitoring~ VAT returns~ petty cash~ SAGE input~ invoice management~ credit control~ monthly sales analysis~ bank pay in• Management of meetings:<ul style="list-style-type: none">~ preparation of agendas~ preparation of briefing papers~ attendance at meetings~ minute production
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