



Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

It is important to note that this Job Description is a guide to the work you will be required to undertake. It may be changed from time to time to meet the needs of the business. It does not form part of your contract of employment

Job Title: Office Manager

Responsible to: Managing Director

Main Purpose of the job:

To act as the first point on contact for all general enquiries provide a professional administrative support/ HR advisory service to the board of Directors and ensure a high quality of service is delivered.

The post holder will deal with:

Recruitment

- Oversee the recruitment of new Staff
- Build professional working relationships with local Universities/ Colleges & Recruitment Agencies.
- Create Job Descriptions
- Draft new starter offer letters and contracts
- Ensure timesheets for agency staff are processed in a timely manner.
- Co-ordinate probation reviews with Line Managers
- Order Company equipment for new starters.

Induction & Integration

- Enter new starter information onto the HR Sage system
- Create personal files for all new starters and ensure that all documentation is present and completed.
- Responsible for all New Starter's Company Induction programme.

Compensation & Benefits

- Responsible for administration and renewal of all employee benefits, including pensions, health care, life insurance and Costco membership.

Training & Development

- Arrange training and development programmes for all employees
- Accurately record all training undertaken and apply for attendance/ achievement grant funds via CITB.
- Attend CITB Advisory Forum as required
- Regularly update Training Matrix.
- Produce Training Agreements where appropriate.
- Maintain and regularly update Sector Specific Training Plan
- Organise Apprenticeships and attend Apprentice Performance Reviews.

Terms, Conditions and Development Support

- Design, review and update all Company Policies and Procedures.
- Provide advisory service to staff and managers on the policies and procedures
- Liaise with Payroll and notify them of any changes to staff terms and conditions/ Holiday pay/ Tool Accounts/ Training.

Occupational Health

- Liaise with Occupational Health provider to facilitate screening programmes for all staff.

General Administration & Ad hoc duties

- Provide admin support for Directors as required.
- Ensure adequate staff levels to cover absences/ holidays for Admin Staff.
- Monitor & record Holidays, Sickness Absence, Staff Turnover ensuring relevant documentation is completed.
- Ensure appropriate security for all HR related information.
- Provide reception duties during busy periods.
- Organise Meetings/ Take minutes
- Prepare staff letters/ memos/ e-mails.
- Arrange necessary Office repairs as required.
- General filing - Waste Transfer Notes/ Office Invoices etc..

Company Vehicles

- Maintain accurate vehicle records
- Handle accident reporting including parking and speeding violations
- Monitor fuel expenditure

- Organise early settlement statements
- Arrange services/ courtesy cars
- Conduct Driver Audits.

Telecommunications/ Broadband/ Mobiles Phones

- Manage contract renewals and evaluate tenders
- Monitor invoices and data usage on a monthly basis
- Organise maintenance and repair as required.

Quality Audits

- Oversee and provide all documentation for the quality audit process.

The post holder will also undertake any other duties as required.

In addition to the above duties, all staff are required to:

- Undertake appropriate training and staff development as required
- Adhere to all company's policies and procedures, including Equality and Diversity and Health and Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Participate in the company's Performance Review and Development Scheme.
- Adhere to Company's environmental policy and guidelines and undertake tasks in a sustainable manner.

Hours: Full time (9am to 5pm)

Working times are provided as an indication of your normal working pattern. However, flexibility is an essential part of any post at Longworth (and therefore a requirement of any post holder) and, in order to meet the needs of the Company, these times may be adjusted. Reasonable notice would be given.

This certifies that I have read the job description and I am capable of performing all tasks which are pertinent to the job.

Employee:

Direct Manager:

Signature:

Signature:

Prepared by:

Date Issued:

PERSON SPECIFICATION FORM



	Essential	Desirable	Assessment Method A- Application I- Interview T- Test
Qualifications			
Minimum C grade passes GCSE Maths/ English or equivalent	*		A/I
CIPD L7		*	A/I
Experience and Knowledge			
Experience of producing accurate and complex employment/contractual documentation and correspondence	*		A/I
Experience of maintaining comprehensive records	*		
Working knowledge of HR policies and procedures.		*	A/I
Up to date knowledge of employment law		*	A/I
Knowledge of ISO quality procedures		*	A/I
Previous experience of the construction industry		*	A/I
Abilities and skills			
Clerical and administrative skills	*		A/I
Ability to provide basic advice on employment terms, conditions, policies and procedures	*		A/I
Ability to communicate effectively with internal and external contacts at all levels.	*		A/I
Ability to build effective relationships with line managers and employees in all levels of the business.	*		A/I
Able to work effectively under	*		A/I

pressure and meet tight deadlines			
Ability to compose and produce standard letters and reports using IT applications (Word, Excel, Outlook, HR System.	*		A/I
Ability to deal sensitively and appropriately with confidential information.	*	.	
Organisational skills and ability to multi task.	*		A/I
Ability to undertake routine calculations	*		A/I
Ability to undertake notes/minutes at meetings	*		
Personal Qualities			
Friendly & Approachable	*		
Positive and solution focussed	*		A/I
Self-motivated	*		A/I
Capacity to prioritise tasks and ability to work under pressure.	*		A/I
Ability to manage own caseload	*		A/I
Flexibility & adaptability to changing workload	*		A/I
Good telephone manner	*		A/I
Strong work Ethic	*		A/I