

Job Description: Office Administration Manager & Directors PA

Administration Manager Job Purpose: This is a combined role for an Administration Manager and Directors Personal Assistant. The job will be very varied and as such you will need to be comfortable with changing requirements. Your responsibilities will include providing administrative support to the company director and ensuring efficient operation of the office and building. You will support the company director through a variety of tasks related to organization of new Serviced Offices in addition to handling communication with customers and staff.

For this position, you should be able to use your organizational skills to manage your office space and your time, as you will collaborate with clients and colleagues in a fast-paced environment. You will need to have excellent verbal and written communication skills.

This role embodies responsibility for the administrative processes for three distinct businesses :

1. i-Dynamics Solutions Ltd
2. A2Z Cloud Ltd
3. A2Z House / Milford Street Serviced Offices

Administration Manager Job Duties:

1. Support the CEO with daily clerical tasks including but not limited to
 - Plan meetings and take meeting minutes
 - Manage CEO's calendar and diary
 - Answer phone calls, provide information to callers or connect callers to appropriate people
 - Make travel arrangements and reservations
 - Compose and type regular correspondence,
 - HR related activities
 - Managing company documents including confidential material
 - Create spreadsheets and presentations
 - Provide statistical and budget reports
2. Manage the running of the serviced office business
 - Manage meeting room bookings and calendar
 - Greet and provide general support to visitors
 - Manage invoicing and expense control relating to the management of the premises and Serviced Office Environment
 - Keeping the reception area organised and running efficiently
 - Being the primary point of contact for all tenants and handling all enquiries, complaints and maintenance issues
 - Ensure company's policies and security requirements are met
3. Assist with Book keeping and Credit Control

- Log all incoming invoices to the separate companies in the appropriate system
- Ensure invoices are paid on time
- Assist with billing of customers, and perform credit control duties specifically chasing overdue customer invoices
- Keep cashflow statements up to date

Required Skills/Qualifications - Do you have what it takes?

Excellent English language skills and a high attention to detail are a must for this role together with a can do attitude! With practical experience and thorough knowledge of customer service, office management and basic bookkeeping procedures you will also possess:

- High degree of modern cloud wordprocessing and spreadsheet skills (eg Google, Microsoft,)
- Willing to learn new technologies
- Proficiency in English (oral and written)
- Excellent communication and people skills - particularly on the phone!
- Excellent organizational and multi-tasking abilities
- Good time keeping skills
- Problem-solving skills
- Be able to cope with high pressure environment at times
- Prepared to work flexible hours and sometimes out of normal office hours
- A high level of interest in modern business technologies - specifically mobile
- Be comfortable using modern technologies and social media
- The confidence to manage a construction project, liaise and delegate to sub contractors where appropriate
- A UK driving licence

i-Dynamics and A2Z Cloud pride themselves on being a friendly, flexible and equal opportunities employer. As such we are open to the concepts of job sharing and home working as and when required.