



## **JOB DESCRIPTION**

**Job Title:** Office Manager  
**Hours:** up to 40 hours a week  
**Location:** Leeds  
**Salary:** £24,750 (pro rata)  
**Updated:** August 2021

We are looking for an exceedingly organised and professional individual, with high attention to detail and outstanding communication skills, to work within a growing team of vibrant, creative and down to earth individuals. The ideal candidate will have a positive, friendly and professional attitude and take pride in their work.

Our head office team has grown rapidly in recent years due to the expansion of both companies. We are now looking to further support the continuing fast growth within the group by hiring a dedicated Office Manager to support the head office and brewery team at our new, showcase site, Springwell.

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The office manager will be responsible for ensuring that our office operations run smoothly and will successfully support, and add maximum value to, our business activities and the Directors, whilst ensuring the Company Mission and Values are at the forefront of every task and decision.

Extensive use of the Google suite of products in order to carry out any tasks required by the directors including, but not limited to:

- Handling telephone calls both externally and within the internal office system
- Working knowledge of Outlook (email and calendar), Google Drive and Slack
  
- Preparing for internal and external meetings- preparing the rooms and any required materials
- Welcoming guests to the office and providing refreshments
- Attending meetings as appropriate and taking notes
  
- Handling the general company email account
- Scheduling internal and external meetings



- Ensuring that calendar clashes are identified in advance
- Office admin- filing and scanning, sorting the post
- Upholding an enjoyable and efficient office environment and function
- Monitoring levels of, and ordering, stationery
- Assisting other team members with administrative tasks
- Making travel arrangements for team members
- Attending training sessions as appropriate
- Preparing desks and hardware for new starters
- Ensuring office keys are organised and available to staff
- Assisting and liaising with venue managers on administrative tasks
- Applying to the council for Temporary Events Notices
- Purchasing non-specialist items for retail, manufacturing and office teams
- Completing applications for music licences
- Completing insurance claims
- Reviewing insurance renewal details

## **WORK EXPERIENCE & SKILLS**

The duties listed above require an office manager with relevant experience or transferable skills. All of the following skills are required for this role and the successful applicant will show evidence, or provide examples, of the following:

- Outstanding oral and written communication skills; including clear spoken and written English, an understanding of the importance of spelling and grammar, an ability to communicate professionally and effectively with people at various levels within the company and with external parties
- Confident working with computers, including an extensive knowledge of the Google suite of products, or a willingness to attend training in order to achieve such knowledge.
- A strong desire for accuracy and high levels of attention to detail, even when under pressure
- Phenomenal organisation skills
- Punctual and reliable
- Excellent interpersonal skills
- An ability to prioritise and multitask
- An understanding of data protection requirements, confidentiality and how to deal with sensitive information
- Willingness to take on complex and challenging tasks, even those that may seem daunting at first, and to use problem solving skills to generate solutions



- **An ability to ask when help is needed, follow instructions when given and react positively to developmental feedback**
- **Understand the deadlines facing not only yourself, but the team as whole; maintain flexibility in order to meet deadlines when required**
- **A motivation to develop a passion for the company, its mission and the team.**
- **A team player with enthusiasm, optimism and a cheery disposition**

#### **What we can offer you beyond a salary**

- **33 days annual leave (including 8 bank holidays)**
- **Compassionate leave separate from your annual leave allocation**
- **1 week 'life leave' – this is in addition to your annual leave and covers events that you might usually eat into your allowance for e.g. moving house**
- **2 weeks company sick pay**
- **Access to our Wellbeing Team**
- **Generous parental leave**
- **Staff discount on drinks and sustainably sourced merchandise**
- **Access to the staff Health Cash Plan. This allows staff to claim money towards prescriptions, dental care, contact lenses etc.**
- **Cycle Scheme and Tech Scheme**
- **Training and development opportunities**
- **An opportunity to work in a friendly, ambitious team at one of the UK's leading, and fastest growing, Independent Craft Brewers.**
- **The opportunity to learn about a variety of duties in a small and inclusive company. We get stuck in!**
- **Job security - as we continue to grow our brewery operation, we get busier and busier.**