

# Office Manager

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| JOB DETAILS |
| Job Title:  | Office Manager |
| Reports to (title): | Head of Finance and Core Services |
| Date: | October 2017 |

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| PURPOSE OF THE JOB |
| To provide facilities and administration support to the Central Executive Team |

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| PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS |
| **Key Tasks:*** Facilities management for Cochrane’s London office, including being first point of contact for the landlord’s and managing agents.
* Manage the general administration requirements for Cochrane’s Central Executive Team (CET) and ensure that all required tasks are co-ordinated across the administration staff in all Departments.
* Review supplier contracts and ensure the best value is obtained for all office expenditure.
* Assist the Contracts Manager with administration.
* Lead in the planning, setting up and facilitation of CET meetings.
* Be the first point of contact for visitors to the London office.
* Be the first point of contact for insurance-related queries.
* Manage the office’s file storage and archiving.
* Manage the CET’s mobile phone accounts.
* Assist colleagues in Freiburg and Copenhagen offices with any facilities queries, liaising with the host institution as required.
* Manage the London office’s fire safety and first aid obligations, including being the first point of contact for fire officers and first aiders.
* Assist with booking travel and accommodation as required.
* Provide administrative support for other CET projects as required; and cover for other administrative staff during holiday periods.
* Provide administrative support to the Head of FCS and other members of the Senior Manager Team as required.
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| PERSON SPECIFICATION |
| **Essential*** Previous Office/facilities management experience.
* Excellent typing skills - speed and accuracy essential.
* Excellent IT skills, including MS Outlook, Word, Excel and PowerPoint.
* Ability to prioritise and manage own workload amid conflicting demands and busy work periods.
* Excellent interpersonal skills.
* Confident in problem solving and using initiative
* Excellent communication skills, both verbal and written.
* Ability to communicate confidently with people at all levels.
* Proven ability to work under pressure and to tight deadlines.
* Ability to exercise discretion and diplomacy in dealing with confidential or sensitive matters.
* Attention to detail/accuracy.
* Adaptability

**Desirable*** Experience of healthcare charity sector.
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| KEY INTERFACES |
| **Internal:** Cochrane Senior Management Team, Central Executive Team, Centres and other Cochrane Groups as required.**External:** Suppliers, partners and other institutions. |

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| DIMENSIONS |
| Budgetary responsibility: NoneNumber of direct and indirect reports: None |