

# 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: None  Number of direct and indirect reports: None |