



Office Manager

JOB DETAILS

Job Title:	Office Manager
Reports to (title):	Head of Finance and Core Services
Date:	January 2018

PURPOSE OF THE JOB

To provide facilities and administration support to the Central Executive Team, with focused support for the Head of Finance and Core Services.

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

Facilities Management

- Facilities management for **Cochrane's** London office, including being first point of contact for the landlord's and managing agents.
- 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.
- 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.**

CET Administrative Support

- 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.
- Provide administrative support including report production and project specific support for the Head of Finance and Core Services
- Provide diary management and other team support for FCS and IKMD including arranging meetings and making travel arrangements.
- **Monitor Cochrane's environmental sustainability strategy**
- Manage **the office's** file storage and archiving.
- **Manage the CET's mobile phone accounts.**

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- Manage the CET web based telephone system
- Assist with booking travel and accommodation as required.
- Provide cover for other administrative colleagues as required.

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.

KEY INTERFACES

Internal: Cochrane Senior Management Team, Central Executive Team, Centres and other Cochrane Groups as required.

External: Suppliers, partners and other institutions.

DIMENSIONS

Budgetary responsibility: None

Number of direct and indirect reports: None