

Office Manager - Job Description

Purpose:

The role of Office Manager at Fitzgerald Power is a new role and is a mix of front office management and executive assistance to the leadership team. Working as part of the support function the role reports to the HR Business Partner and is responsible for:

Duties & Responsibilities:

- Front of house – first point of contact for callers (in person & by phone/email)
- General reception duties such as:
 - handling post & deliveries
 - greeting & catering for visitors
 - meeting room booking & set up
- Administration support for all premises including:
 - documentation preparation
 - organising meetings & events
 - ordering of supplies (canteen/office/toilets)
 - maintenance of petty cash; tracking receipts and cash balance ensuring there is sufficient cash
- Provide PA support to CEO & COO including:
 - diary management
 - administration support
- Preparing documents, presentations, reports and other ad hoc projects for other departments, as requested
- Organise travel arrangements - prepare detailed itinerary, arrange all flights, hotels, cars and visas (if required). Ensure company is getting best value for money. Complete all travel related expense admin.
- Supporting Business Development, Finance & HR teams in various administration and project management duties

Competencies:

- Previous front of house/administration experience
- Previous Executive Assistant experience an advantage
- Knowledge of professional services business is advantageous
- Strong IT skills including MS Office (certification an advantage)
- Excellent communication skills (verbal and written)
- Highly organised with a positive energetic approach
- Comfortable juggling competing priorities
- Proven track record of using discretion, being confidential & trustworthy in previous role
- A team player with a no task too small approach and mindset
- High level of integrity and dependability with a strong sense of urgency and results-orientation.