

**Job description and person specification:** Temporary Office Manager and PA (up to 12 months)

**Role purpose:**

To be responsible for business administration and processes, and to provide PA support to the Managing Director.

**Key responsibilities and example duties:**

- Act as the first port of call for the office and filtering calls to the team and MD
- Organise internal meetings and client visits to the LLPR office and to greet visitors on their arrival
- Manage the MD's correspondence including responding to emails and assisting with personal tasks
- Manage all aspects of invoicing and credit control using Xero under the supervision of external accountant. Checking accounts daily and chasing payments
- Arrange travel for the MD and team
- Produce client contracts
- Collate the MD's and team's expenses each month and send to Payroll
- Support the team with recruitment
- Responsible for office administration such as insurances, staff car parking permits, pension administration, purchasing office supplies and stationary orders, staff holidays
- Support the team and MD with ad hoc PR and marketing such as press releases, awards support, and event assistance

**Skills/Experience/Qualifications:**

- Proven administration experience in a confidential capacity
- Experience with invoicing and software
- Experience of working flexibly and supportively as part of a small team, and on own initiative
- Ability to communicate/liaise (verbally and in writing) effectively and sensitively with clients, managers and staff, and potential employees
- Proven organisational skills to ensure that the range and responsibilities of the administrative function are undertaken effectively and efficiently
- Ability to prioritise and manage a heavy/demanding workload, and work to tight deadlines

**Education:**

- At least 5 GCSE's or equivalent, including maths and English, grade A-C
- A degree in PR, Marketing, Communications or Journalism is desirable

**Personal Characteristics:**

- Professional and confidential
- Good administration and organisational skills
- Confident, enthusiastic and self-motivated
- Assertive
- Diplomatic and capable of handling complex situations
- Able to deal effectively in all business relationships while projecting a positive image of the company
- Able to handle difficult situations