Job Description

Full/Part Time Administration Office Manager/Senior Administrator

Office Managers/Senior Administrators keep offices running smoothly and efficiently to provide other staff members with the support and tools they need to do their jobs.

They are responsible for overseeing the administrative activities of an office, assisting and organising office staff, and often managing a team of administrators. Working at the very heart of an organisation, they help staff to maximise their potential and complete their work as effectively as possible.

**About Central Health Network Ltd**

We are a highly regarded and expanding private healthcare provider to both the public and private sectors, and individuals. We deliver many different elements of healthcare and pride ourselves on providing a top-class service and improving the health of our service users through our passionate team of healthcare professionals.

**About the role**

We are looking to recruit an experienced office manager/senior administrator to support our growing team and ever increasing service offering. Reporting to the company director, the office manager/senior administrator will manage a team of two to three part time administrators as well as perform an administrative role themselves. They will also ensure the office runs smoothly, cost effectively and in line with legal obligations.

 **Responsibilities**

* Taking full responsibility for the smooth day to day running of the office. Overseeing all office administrative duties, such as emails, phone, record management, spreadsheets, databases, filing, photocopying and scanning
* Managing and training a team of administrators, ensuring work is carried out on time and to a high standard, managing workload & performance.
* Developing and implementing office policies and setting up procedures to improve processes and efficiency, such as record and data management and adherence to data protection laws.
* Ensuring all company documentation, reports, templates and invoices are formatted in the correct style and formatted and filled out accurately by administrators.
* Preparing accurate office financial reports and analysis, such as expenditure, overspends, cash flow and budgeting, liaising with the accounts manager as necessary.
* Ensuring the office is a safe environment for all staff and visitors, by thoroughly monitoring and implementing health and safety procedures and policies.
* Supporting the recruitment and onboarding process for new employees and carrying out inductions and creating training plans for new office staff.
* Developing strong relationships with all colleagues, clients, visitors and customers working in or visiting the company premises.
* Providing general administrative support if the administrators are unavailable, such as visitor communications, minute taking and data entry.
* To provide an administrative role as part of the admin team.

### Skills

The following key skills are essential for employment as an office manager:

* **Communication:** Confidently and coherently communicating with staff, management, clients, visitors and stakeholders, both verbally and in writing
* **Time management and organisation:**Prioritising tasks, working to strict deadlines and effectively managing the time of themselves and other staff members
* **Attention to detail:**Consistently working with complete accuracy — if details are wrong, it could affect the entire office
* **Leadership:** Leading others and confidently delegating tasks
* **IT:**Using a range of computer tools and software without difficulty
* **Numeracy:**Confidence with numeracy for carrying out basic finance tasks and managing office spends

**Location & commitments**

* Permanent, full or part -time role based in our Spondon Head Office.
* Hours can be discussed.
* Admin holiday & sickness cover as required.

**Candidate requirements**

**Essential:**

* At least 2 years experience as an office manager, though applicants with equivalent senior-level administrative experience will be considered.
* Proven people management and leadership experience.
* Strong Microsoft Office skills, including Microsoft Excel.
* Excellent interpersonal and communication skills, with experience of working with a range of internal staff members and external contacts.
* An exceptional eye for detail and accuracy.

**Desirable:**

* A background within a Healthcare office environment would be a distinct advantage.

**Contact us to apply**

If you’d like to apply to join our growing business, please contact our director, Kevin Huffington at kevin@centralhealth.org.uk