



Office and Administration Manager for a Design Company

Job Description

Overall

- To ensure the general office operates as an efficient administration resource and to ensure an orderly flow of work
- To ensure files and essential records are prepared and maintained and are easily accessible
- To provide an administrative back up and PA support to the designers
- To support and liaise with the Company Book Keeper

General Duties

- Manage the post and office correspondence
- To take responsibility for the office filing system
- To answer telephones and deal with enquires
- To ensure the office is orderly and tidy at all times
- To manage stocks of office stationary ensuring availability and cost effectiveness

Financial

- To interpret the quotations produced by the designers and create corresponding purchase orders for each design project
- To create sales invoices for each design project
- To ensure that the Company Book keeper has purchase and sales invoice information weekly, to log into the Company financial package, SAGE.
- To maintain the purchase order file

PA and Secretarial Support to the designers

- To assist in diary management

- To liaise with clients, suppliers and contractors on behalf of the designers
- To assist designers with client presentations

PA to the Managing Director

- To assist the MD in matters of marketing, company development and personnel when required.