

## Job Description - Office Manager

**Arcola Energy** is a clean energy engineering company specialising in fuel cells and hydrogen. We develop and deploy clean energy solutions in vehicles, buildings and remote areas. We also work to educate the next generation about the importance of clean energy and renewables.

**Job Purpose** - Responsible for the smooth day-to-day management of the Arcola Energy office

**Organisation** - Reporting to Operations Manager

### Principal Accountabilities and tasks

- Day-to-day management of office administration
- Shipping (in and out) UK and international - of components, individual items and systems
- Manage online and paper filing systems, as required by Arcola's ISO certified Quality Management System
- Attending and minuting meetings as required
- Suggesting and implementing approved improvements to company processes
- Supporting Operations Manager with HR administration
- Supporting Health and Safety Manager with activities such as arranging testing of electrical equipment
- Supporting external events including materials and travel arrangements and booking
- Post, stationery, office equipment, and maintaining good order.

### Requirements

- Excellent Microsoft Office and Google G Suite skills
- Excellent attention to detail
- Keen ability to prioritise and multitask in a fast-paced environment
- Strong interpersonal skills
- Excellent written and verbal communications skills
- Positive can-do attitude
- Previous Office Management, or administrative experience is essential

### Terms and Conditions

- **Salary:** £25-30,000 dependent on experience
- **Hours:** 40 hrs/week. 9.30am-6pm Monday to Friday with half-hour lunch break. Occasional evening and weekend working (TOIL system in operation)
- **Holidays:** 28 days annual leave, including public holidays
- **Probation period:** 3 months
- **Access:** Arcola Energy is wheelchair accessible throughout
- **Benefits:** Free tickets to Arcola Theatre shows (subject to availability)  
Arcola staff discount on food and drink in café/bar