



**MICHAEL EVANS
& ASSOCIATES LTD**
Civil and Structural Engineers
& Design Consultants

JOB DESCRIPTION

Job Title : OFFICE MANAGER

Reporting Structure

The successful candidate will report to the Managing Director or his nominated deputy

Management Responsibilities

The successful candidate is required to manage all office administration functions in a professional and efficient manner. Liaising with both clients, company employees and management. The successful candidate will be expected to have an efficient and professional telephone and reception service to both clients and company staff, also to provide administrative and accounting services to the company.

Main Duties

- To work both independently and as part of a team
- To help with the development and implementation of new office systems and procedures to enable the company to move forward and to be run in an efficient manner
- To ensure all office procedures are workable and adhered to
- Production of reports as requested by the Company Directors
- To ensure that the credit control debts are kept to a minimum per month
- Deal with any personnel issues including holidays/sickness etc...
- Ensure that the company complies with all current Legislation that is required
- Part of the role would require the successful candidate to become the point of contact and liaise with the Border and Immigration service in respect to recruitment & employment of staff who require tier two sponsorship (as and when required).
- Liaise with employment agencies when required in relation to recruitment potential employees.
- Arrange / Co-ordinate meetings, taking minutes (when required) and ensuring that minutes are distributed in a timely manner
- Using the IT equipment and keeping updated on IT skills
- Ensuring that the offices benefit from good housekeeping
- Any other appropriate duties as requested by the Managing Director
- To answer the telephone and greet clients and visitors in a professional manner
- Production of weekly/monthly/yearly information in relation to the business financial position
- A rounded knowledge of Sage Accounts 50 & Payroll
- Typing, to include but not limited to and sending Quotations/Invoices/calculations/correspondence to clients in a timely manner

34 Station Road, Draycott,
Derbyshire DE72 3QB

Tel: 01332 871840
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Company Registration No: 05968849



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- Help with the production of information to be forwarded to the Financial Director in relation to salaries and monthly business expenses etc...
- Liaising with colleagues and carrying out administration duties as required

General Duties

- The successful candidate must conduct themselves in accordance with their contract of employment and the Staff Handbook.
- The successful candidate is required to do their best to ensure that they protect and enhance the company's commercial and financial position and reputation.

IT Skills

It would be beneficial but not essential if the any candidate has the following IT skills and knowledge;

- Microsoft Outlook
- Microsoft Excel
- Microsoft Word
- Sage Account 50
- Adobe Acrobat

Salary

Negotiable

Office Duties

1. Monitoring all emails coming into the company for new projects queries etc
2. Deleting all unwanted emails – spam etc
3. Answering emails if not engineering related
4. Forwarding all relevant emails to MD.
5. Making sure that we keep records and copies of all Purchase Orders/Invoices that are sent via email to Clients.
6. Logging all projects onto the Job Book and allocating each project with an individual project number. Ensuring that the Job Book is as up to date as possible.
7. Printing off all drawings and correspondence and making up individual files -both hard copy and electronic
8. Checking that when projects are completed that both calculations and invoice(s) have been issued to the client
9. Keeping good client relationships
10. Dealing with client queries which are not engineering related
11. Keeping up to date with current legislation requirements
12. Monitoring payments from clients on a regular basis and providing information to the Directors

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13. Keeping and maintaining Holiday Records/Sickness/Training Records for members of staff
14. Arranging for staff contracts to be signed after the three months probationary period is successfully completed
15. Providing a Soft Report on a Weekly basis for the MD
16. Taking messages and dealing with queries for the MD
17. Acting as Gate Keeper on nuisance callers
18. Typing of quotations/invoices/correspondence etc...
19. Maintaining good employee relationships
20. Answer queries from employees (personnel/work related)
21. Liaising with outside contractors (if required)
22. Liaising with the Border Agency keeping records on all Tier 2 personnel (when required)
23. Typing letters – memos as required (using own initiative)
24. Assisting in arranging Meals out for special occasions (i.e. Christmas)
25. Completing forms for certificates etc – Worksafe /DWH/Barratts etc
26. Liaising with cleaners/maintenance (where required)
27. Arranging and Co-ordinating Meetings as and when required
28. Ensuring the boardroom is neat and tidy for meetings, clients and interviews etc when required
29. Liaising with Agencies in respect of recruitment
30. Checking on an annual basis that Employees car insurance and driving licences are valid and current (i.e. insured for business if using their own vehicle – still hold a current driving licence to drive in the UK)
31. Full reception duties – answering all in-coming calls, forwarding to respective Engineer, dealing with any non-engineer related queries.
32. Welcoming Clients (making them a drink etc.)
33. A rounded knowledge of Sage Accounts 50 & Payroll.
34. Preparing invoices and reports using Sage accounting system.
35. Sending out of invoices by e-mail or post.
36. Preparing statements using Sage accounting system.
37. Preparation of P11D forms (where required).
38. Purchasing of office stationary / items when required.
39. Making payment of purchase invoices both by cheque and through bank transfer/bill payments.
40. Preparation work needed to complete VAT return and submit to HMRC on line every 3 months.
41. Preparing quotations from details given by the Engineers and e-mailing or posting to prospective clients.
42. General filing as required.

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