

Leading international boutique law firm based in Farringdon is looking for an experienced **Office Manager** to join their team. The key focus of the Office Manager role is to provide support across all levels of the business from the client experience in their offices, administration, managing the Office Assistant. The Office Manager will be provided with instructions, but our client do prize team members who take initiative to help their clients and their own team. The candidate must possess an excellent writing style, high level attention to detail and be confident working directly with the Partners and the Senior Management Team and liaising with their international offices.

**This a part-time role (30 hours/week) and the Office Manager will work on-site.**

**ROLE of the Office Manager:**

*Administrative support:*

- Drafting agenda and minutes for support staff meetings.
- Covering the office assistant's day to day task when the office assistant is on holiday.
- Ordering stationery and office supplies.
- Overseeing archiving process, and destruction of files by Office Assistant

*HR Administration Support and Management:*

- Assist the COO in:
  - o Recruiting and interviews for support staff.
  - o Replying to vacancy requests.
  - o Drafting offer letters for Admin staff and work experience/intern placements.
- Manage induction and exit processes for all staff.
- Manage the Office Assistant.
- Carrying out appraisals for non-managerial support staff.
- Managing work placements and secondments to the European offices and liaising with offices.

*Marketing and business development duties*

- Assisting teams with organizing marketing and business development events and activities.
- Coordinating marketing emails and projects to clients and contacts.

*Business Continuity Support*

- Assisting the Managing Partner and compliance team with the Business Continuity Plan (BCP).
- To review and stress test the BCP, at least annually, and make suggestions for improvements.
- To update the Risk Assessment, at least annually, and take steps to mitigate identified risks. Maintain an up-to-date contacts list of business contacts and key suppliers.
- Maintain an up-to-date Recovery Plan.

*Health & Safety Support*

- Assisting the Health & Safety Partner in carrying out

**PROFILE:**

- Previous experience as an Office Manager, ideally within a legal environment
- Previous experience in HR administration, and ideally some experience in marketing
- Strong IT skills
- Strong communication skills both written and spoken
- A European language will be a plus



- Excellent organisation skills
- Proven experience in working under pressure
- Open-minded and willing to learn

**SALARY & BENEFITS:**

- £40kpa pro-rata
- Benefits to be confirmed