



Job Description: Office Manager

July 2022

We have an exciting opportunity for an Office Manager to join our busy workshop based in **Erith** South East London. This is a full time permanent role with a salary band of £25 - £30k plus benefits.

With 40,000 sq ft of purpose built workshops, we provide a diverse range of scenic construction services under one roof to the design, retail, event, exhibition and broadcast industries. We have an experienced team of project managers, draughtspeople, CNC operators, carpenters, engineers, paint and finishing specialists with an emphasis on the highest quality work and adaptability to challenging projects.

The Office Manager Role:

Collaboration is a vital attribute for Diagon. We are searching for a team player who will play a key role in the administration and day to day operations of the business. Experience in scenic construction is not required, but an interest in our sector and an understanding of a fast paced environment with multiple live projects is an advantage. Previous experience in an office management role is essential.

Key Responsibilities:

- Being first point of contact for incoming calls and visitors to the workshop.
- Ensuring key communication is passed on to relevant team members; phone messages, deliveries.
- Basic HR related tasks; managing team calendar, annual leave, collating timesheet data.
- Managing stock of office and kitchen supplies and consumables.
- Collating and filing of supplier delivery notes.
- Admin related to H&S management, e.g. fire drills, booking maintenance of machinery.
- Basic PA duties for two directors; diary and travel management,
- Facilities management; Key register, liaising with cleaning supplier and managing basic maintenance with contractors.
- Point of contact for external IT support team, phone system management, alarm monitoring.
- Supporting project managers with travel, accommodation, crew and transport bookings.
- Other general admin duties as required.

What are we looking for in our Office Manager?

Essential

- Prior experience of a similar role.
- Experienced user of MS office 365 in particular Outlook, Excel, Word.
- Excellent verbal and written communication skills.
- Organised, systematic and process driven.
- Discrete and trustworthy.
- Ability to work quickly and efficiently on a range of tasks.
- Ability to multi-task and/ or work on multiple projects simultaneously
- A self-starter capable of influencing those at senior and junior level
- Customer service oriented and highly personable. The role will require a tenacious and driven attitude to encourage people's buy in.
- Good level of attention to detail

Desirable:

- Experience within the events or construction sectors
- An interest and enthusiasm for our work.

If what we have described sounds like you, then please apply now to become our Office Manager- We'd love to hear from you!

Email CV to with 'Office Manager' as the subject line to info@diagonltd.com

Deadline for applications: Friday 15th July.