



## Office Manager Job Description

**Job Title:** Office Manager

**Work Location:** Portslade, East Sussex

**Hours:** Full time, Monday to Friday 9am to 5pm

**Remuneration:** £25,000-£30,000 per annum, depending on experience

### Company Description

WorkingAwayFromHome.com is a leading provider of serviced accommodation. We link businesses and their staff to serviced apartments and houses worldwide. We produce a quality and efficient service to provide solutions for client's accommodation needs.

If you are looking for a position where you can learn and develop your skills, where hard work will be rewarded and some fun along the way then please read on. If you are simply looking for a means to get paid at the end of each month, please do not apply.

WorkingAwayFromHome.com encourages our employees to maximise their potential. We are looking for hungry, passionate individuals willing to learn and develop their skills and experience. You will be given the opportunity to gain the necessary experience and skills via our internal and external training.

### Person Profile / Characteristics Required for this Role

- Someone who cares about the quality of work they are producing and has impeccable attention to detail
- Has excellent communication and literacy skills (oral and written)
- Is proficient in Microsoft Office suite and has experience of using a CRM
- Able to work multiple projects at one time, has effective time management skills, is able to work to deadlines, prioritise and cope under pressure
- You will be self-motivated and have a strong desire to deliver successful outcomes
- Be able to gain people's confidence, develop rapport and develop relationships

### Job Description

We are seeking an Office Manager with high energy levels, determination and a can-do positive attitude. The successful candidate will report directly to the Director of Operations.

This role could suit someone from a property lettings background or an experienced administrator looking to take the next step on their career ladder.

This is a pivotal role within the organisation, assisting in the daily operations of the office and ensuring the highest level of core service provision.



As an Office Manager you will:

- Work closely with team members across the entire business
- Liaise with both clients and accommodation owners
- Have overall responsibility for the maintenance of the database ensuring that all details are precisely input into the system
- Be a key point of contact for existing and potential accommodation owners to build relationships
- Support the team with the accommodation booking process in respect of admin assistance and any issues
- Ensure accommodation availability is kept up to date on the database at all times
- Network to attract new accommodation owners and clients globally
- Organise team meetings
- Create weekly and monthly management reports
- Answer WAFH general phone calls
- Deal with website/contact form enquires
- Order office supplies

### **How do I apply**

**Application Process:** applicants, please send a copy of your CV accompanied by a short summary of why you are interested in the Office Manager position. Additionally, why you think you are the best candidate for the role.

**Please submit your details to:** [Paul.glover@workingawayfromhome.com](mailto:Paul.glover@workingawayfromhome.com)

**Closing Date:**

**Face to Face Interview Dates:**

**Interview Location:** Portslade, East Sussex.