

## Office Manager Salary £31,731

Leathermarket JMB is a resident-managed housing organisation, working in partnership with Southwark Council, which manages 1,600 properties and is based close to London Bridge Station. Following an organisational restructure, we are creating a new post of office manager to coordinate the back-office activity that supports the delivery of services to our residents. The main responsibilities of the Office Manager are to deliver the varied administrative, logistical, statistical and financial tasks that facilitate the smooth running of the office environment. The postholder will also take on some organisation wide activities, for example Health & Safety and GDPR

The ideal candidate will have:

- Excellent numeracy and literacy skills, ideally with experience in writing meeting minutes and producing management reports
- Good interpersonal skills with the ability to encourage positive working relations with external suppliers and colleagues.
- A problem solving, not just problem identifying approach
- Experience of maintaining records, administrative and financial systems including maintaining confidentiality and protecting sensitive data in accordance with GDPR legislation.
- The ability to manage budgets on office equipment and on day-to-day IT support and licencing
- The ability to generate, prioritise and deliver a varied and changing range of tasks in a self-motivated and self-sufficient manner

For more details about this position including the full job description and person specification, please visit our website [www.leathermarketJMB.org.uk](http://www.leathermarketJMB.org.uk)

To apply, please email your CV and covering letter to [Recruitment@LeathermarketJMB.org.uk](mailto:Recruitment@LeathermarketJMB.org.uk). In order to be considered you **must** include a personal statement or cover letter that explains why you are right for this job. Within this, please include how you meet requirements in the person specification.

Please note that job offers will be subject to the JMB receiving satisfactory evidence of the successful applicant's right to work in the UK.

**Closing date for application: 16<sup>th</sup> July 2021**

Terms and conditions:

Salary:	£31,731 per annum
Hours:	Full time 36 hours per week (Monday to Friday although some evening work will be required)
Annual Leave:	26 days per year plus bank holidays
Benefits:	Flexitime, Season Ticket Loan, Life Assurance, Employee Assistance Programme.

***RESIDENTS ARE THE REASON WE ARE HERE***

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