

Office Manager

Role

Geothermal Engineering Ltd (GEL) is an SME, based in Cornwall, that is developing the UK's first geothermal power plant and follow-on sites across the UK. Our team is constantly growing to meet the needs of new projects, and we require a full-time Office Manager with experience of HR and/or running a small office to devise and implement policies and procedures, and provide support to the team. The role will be based permanently at the United Downs Geothermal site near Redruth, but the successful applicant must be willing to undertake travel to other sites in Cornwall.

Responsibilities

The successful candidate will perform a variety of duties, working closely with the whole GEL team to ensure the smooth running of the office. These may include, but not be limited to:

Administration

- Devise, review and maintain:
 - Procurement process and supplier database
 - Reports for management
 - Office induction materials
 - Office risk assessments
 - Company policies
- Day to day management of an Office Administrator
- Management of office contracts such as IT, fire alarms, cleaning, and maintenance
- Assist the community engagement team with creating, printing, and disseminating resources
- Creation, review and dissemination of company processes and procedures
- Management of company membership schemes, e.g. Disability Confident and Defence Covenant schemes
- Organise staff travel for conferences and events
- Manage office security by keeping a log of key holders, door fob allocation and access codes
- Manage and regularly review and update the GEL website in conjunction with the team

HR

- Manage the recruitment and onboarding process for new employees
- Act as a point of contact for all GEL staff with HR queries or issues
- Review general staff training needs and organise relevant training sessions
- Manage the yearly appraisal process

Requirements

- Hardworking, adaptable and flexible self-starter, keen to take initiative and engage with all aspects of a project.
- 5+ years' experience of office management, HR, running a business or similar.
- Advanced knowledge of Microsoft suite of Office products
- Excellent written and verbal communication skills.
- Full, clean UK driving licence.

Location: The role will be based full time at the GEL office on the United Downs Industrial Estate near Redruth, Cornwall.

Hours: 37.5 hours per week

Salary: £30-35k per annum, subject to experience.

To apply for this role, please send your CV and cover letter to jobs@geothermalengineering.co.uk with the subject "Office Manager Application" by no later than 24th July 2022