



Job Title: Assistant Office Manager

Hours of work: 8:30am to 5pm or 9:30 am to 6:00 pm Monday to Friday.

Location: London

Salary: £27,000 - £32,000 depending on experience.

Job Summary

An exciting opportunity has arisen for a results driven, customer focused individual with excellent organisational and administrative skills to join Live-in Guardians to help ensure the smooth and efficient running of the office. This is a hands-on role which requires a motivated individual that is happy to act independently as well as take direction. If you enjoy working on different projects across departments and sharing new ideas and strategies, whilst being supported by your line Manager and Senior Management, this is the role for you.

Company Summary

Live-in Guardians is the market leader in vacant property protection; through our Guardianship model, we work with property owners to protect their vacant properties by placing professionals and key workers into these properties as Guardians to live.

Now in our twelfth year, the company is expanding its offering and developing sister companies offering services including Maintenance Facilities Management and Pest Control.

Responsibilities

- Manages office operations alongside the Office Manager.
- Supports and suggests improvements to increase efficiency and save money.
- Orders office supplies and equipment.
- Assists with office health and safety checks.
- Supports with HR, including - recruitment, new starter inductions, minute taking.
- Assists with the planning of office events.
- Manages the pest control admin email boxes as required.
- Assists with the onboarding and transferring of Guardians as required, this includes sending welcome and transfer emails and vetting applicants' documents.
- Keeps systems up to date with relevant documents and notes.
- Acts as one of the first points of calls for enquires from outside and within the company.
- Supports other departments as and when required.
- Supports with the development and improvement of systems and processes.

Requirements

Live-in Guardians

Live-in Protection

- Results orientated team player (essential)
- Excellent people skills/empathetic communicator (essential)
- Ability to prioritise and manage workload and time (essential)
- Ability to problem solve and work under pressure (essential)
- Proficient in using Outlook and Microsoft apps (essential)
- Previous experience in Property (desirable)
- Degree educated (desirable)

Benefits

- 20 days of holidays + bank holidays, Christmas closure and long service days.
- Employment assistance programme offering free medical, legal and financial advice as well as discounts on food and fitness related memberships and items.
- Staff away days.