

<https://hkengineerings.co.uk/job/office-manager/>

## Office Manager

### Description

The Office Manager is responsible for overseeing the day-to-day operations of the office and ensuring that business runs smoothly.

### Responsibilities

- Organizing meetings and managing databases
- Dealing with correspondence, complaints, and queries from clients and other stakeholders
- Supervising and monitoring the work of company staff to ensure that tasks are completed on time and to a high standard
- Implementing and maintaining procedures and office administrative systems to improve efficiency and productivity
- Organizing induction programs for new employees to ensure that they are properly trained and equipped to perform their roles
- Ensuring that health and safety policies are up-to-date and that all employees are aware of and adhere to them
- Attending meetings with senior management to provide updates on office operations and to receive feedback
- Partnering with HR to update and maintain office policies as necessary
- Ensuring all items are invoiced and paid on time to maintain the organisation's financial health.

The ideal candidate should have excellent organizational and communication skills, the ability to multitask and prioritize effectively, and a good understanding of office management best practices. Additionally, experience with relevant software such as Microsoft Office, and various database systems is required.

### Qualifications

- A track record of at least 1 year of work experience in a similar role, such as Office Manager, Front Office Manager, or Administrative Assistant
- Proven experience in managing and overseeing office operations, including managing staff and implementing and maintaining procedures and systems
- Knowledge of office administration responsibilities, systems, and procedures
- Proficiency in Microsoft Office, specifically in Excel and Outlook
- Familiarity with email scheduling tools, such as Email Scheduler
- Excellent time management skills and ability to multitask and prioritize work effectively
- Attention to detail and problem-solving abilities
- Strong written and verbal communication skills
- Strong organizational and planning skills, with the ability to work in a fast-paced environment
- A creative mind with the ability to suggest improvements and drive change within the office.

### Skills

### Hiring organization

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### Employment Type

Full-time

### Beginning of employment

ASAP

### Duration of employment

Permanent

### Industry

IT and Software Developer

### Job Location

Essex, East England, UK

### Working Hours

39

### Date posted

December 14, 2025

- Passion for the role, and a strong desire to ensure that the office runs smoothly and efficiently
- Strong organizational skills, with the ability to plan, coordinate and manage multiple tasks and projects simultaneously
- A proactive and solution-focused approach to problem-solving and decision-making
- Strong team working skills, with the ability to work effectively with colleagues and other stakeholders
- Excellent time management skills, with the ability to prioritize and manage multiple tasks and deadlines
- Leadership qualities, with the ability to manage and motivate a team, delegate tasks, and provide guidance and support to staff members.

**Job Benefits**

24 days Annual Paid