

Job Description – Office Manager

DAC Planning Vision

DAC Planning is a small but highly professional planning consultancy with experience in a wide range of projects predominantly with public sector clients and local communities. DAC Planning upholds a public service ethos and strives to create high-quality and aspirational plans which support the delivery of sustainable development, enhancing existing environments and creating safe, interesting, enjoyable, and beautiful places in which to live and work. DAC Planning understands the pressures and complexities of Local Government and can bring extensive experience and expertise to help provide tailored and cost-effective solutions to meet project requirements. The company is based in the East of England but provides services nationally.

Role

To support the day-to-day administration, coordination and development of the company. Key tasks and responsibilities include:

- Providing day-to-day administrative support to the Director and other staff as required;
- Diary, email and records management;
- Financial administration, including invoicing, issuing payments and monitoring project budgets;
- Liaising with third party accountancy provider regarding payroll, bookkeeping and tax matters;
- Liaising with third party IT provider to ensure that systems run smoothly and to implement improvements as required;
- Marketing and promoting the growth and development of the company;
- Overseeing and coordinating social media profiles and accounts;
- Seeking and implementing opportunities to improve the efficiency and effectiveness of existing processes and systems; and
- To administer HR systems, processes and records.

Objectives

To deliver the vision of the company by:

- Consistently undertaking tasks to a high quality and in a timely fashion;
- Working to uphold a public service ethos;
- Seeking opportunities to promote the reputation of the company;
- Seeking opportunities to grow and diversify the business through proactive actions and thinking;
- Seeking opportunities to promote and introduce effective and efficient ways of working; and
- Striving to ensure that customer expectations are met and where possible exceeded.

Skills and Responsibilities

General Skills and Attributes

- To demonstrate good standards of both written and verbal communication skills;
- To demonstrate a professional approach at all times when dealing with external clients and to promote the company through all aspects of day-to-day work;
- To plan and organise workload and manage time effectively, whilst supporting the ability of the team to meet project deadlines;
- To display strong personal standards of behaviour including integrity, discretion and confidentiality;
- To foster excellent working relationships with clients and colleagues;
- To possess high personal standards and a passion for work; and
- To be able to work well under pressure, and to possess a positive, flexible approach.

Team Working

- To work collaboratively with other members of the team and sub consultants to ensure that projects are delivered in a high quality and timely fashion; and
- To be responsible for the completion of assigned tasks.

Project Delivery

- To be able to process data efficiently and accurately;
- To demonstrate high levels of enthusiasm and motivation when undertaking tasks;
- To demonstrate good problem-solving capabilities and take the initiative to work through complex problems; and
- To support the preparation of project proposals and tender submissions as required.

Technical Skills

- To be a competent user of computer software packages for business administration, word processing, email, databases, spreadsheet work, presentations and report preparation;
- To possess strong administrative skills and capabilities;
- To be a competent user of video conferencing packages, such as Zoom and MS Teams;
- To possess demonstrable capabilities to support the development of the business through marketing, promotion, and the progression of business plans; and
- To possess demonstrable skills and capabilities in undertaking day to day financial administration including invoicing and making payments.

The postholder will report to the Director of the company.

Office Manager Advert

Our business is growing, and we are looking to appoint an Office Manager to play a key role in supporting the development of the team as we take on more business. As an Office Manager, you will contribute to ensuring the smooth running of all administrative functions within the business and to support the team in all their activities. You will have strong communication skills, attention to detail, integrity and enthusiasm. In addition, you will be able to manage your workload proactively and work across a number of different activities concurrently. You will work as part of a small but dedicated team of experienced and passionate planning professionals.

The Office Manager will benefit from flexible working opportunities and a supportive working culture. We offer competitive remuneration and benefits. We are open to both full time and part time applications.

If you would like to apply for the position please email your CV and covering letter to admin@dacplanning.com. Your covering letter should provide an overview of your relevant skills and experience, setting out why you are a suitable candidate for the position.

If you would like to find out more about the vacancy, please contact David Coleman or Tim Parton on 01787 275559.