

Office Manager Job Description

Who we are

Since Airelogic was founded in 2007, we have been committed to improving the relationship between technology and clinical practice. We have been involved in some of the largest healthcare projects in the world, with clients ranging from the NHS to the Singapore government. However, we are equally involved in supporting smaller projects and have done extensive work with individual trusts or organisations on bespoke, local projects.

Airelogic's activities fall broadly into three categories: offering technical consulting on architecture and IT strategy, providing agile delivery and DevOps services, and creating innovative healthcare IT solutions. Naturally, these areas have a lot of overlap, and one of the main strengths of our company is that we have experience across all stages of an IT delivery programme, from the initial strategy and architecture, to implementing an appropriate solution that will achieve your organisation's specific aims.

Our healthcare product - forms4health - is breaking ground in healthcare technology allowing the clinicians and business to have far greater control over their digital solutions. We have spent a substantial effort making the product highly usable across all form factors. We are now looking to extend our team with a new combined Data Analyst expert and designer to help us take the usability product to the next level.

The Role

Due to rapid growth of the business Aire Logic are looking to recruit an office manager to work in their Manchester office. You will be the main contact in our Manchester office and will help form part of the wider operations team.

Responsibilities:

- Arrange meetings, book meeting rooms and liaise with our office landlord in both Leeds and Manchester.
- Manage the Onboarding process, including reference checks and DBS checks
- Provide administration support, including updating/formatting CVs
- Assist with the implementation of Policies & Procedures (including GDPR) and continued adherence to them
- Order office supplies, keep a track of stock and create/track budget
- Liaise with Partner Organisations and Suppliers
- Negotiate and manage Insurance and Health & Safety (including fire regulations)
- Manage online resources
- Create document templates
- Help organise and undertake audits

- Ensure administration processes work effectively including systems, databases and procedures
- Ensure office equipment is maintained

It would be beneficial to have the following:

- Previous experience of office management, or a similar role
- Proficient in Microsoft / administrative packages and confident learning new tools. Experience with Google Apps (e.g. GMail, Google Docs) an advantage
- Excellent verbal and written communication skills
- Experience in dealing with Health and Safety and Insurance
- Exceptional organisational and time management skills
- Professional and good customer service
- Ability to multitask, prioritise and work under pressure