

## Office Manager / Personal Assistant (Creative Construction Projects)

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Company: Guru

Location: Newhaven

Category: other-general

An Office Manager / Personal Assistant is needed to join a multi award winning creative design and manufacture company based in Newhaven. Get ready to roll up your sleeves as the Managing Director's right-hand person, poised to seamlessly handle all administrative responsibilities. It's time to step into the spotlight and play a vital role supporting the day-to-day operations.

For over 10 years our client has channelled unmatched creativity into the heart of the retail and event sectors. They don't just create; they elevate experiences. Picture captivating window displays, in-store solutions that defy the ordinary, eye-popping POP-ups that demand attention, and seamless project management from concept to completion. Their vibrant workplace, with its diverse workforce and a strong commitment to environmentally sustainable practices, combines design prowess that knows no bounds with top-notch manufacturing and flawless installations.

Joining as the Office Manager / Personal Assistant your main responsibilities will include providing essential support to the Managing Director. From managing emails and calendars to facilitating the smooth flow of projects, you'll be instrumental in keeping everything on track. This entails conducting research, creating presentations, and ensuring their project software remains up to date. Additionally, you'll oversee paperwork and filing systems, source materials, and maintain strong supplier relationships. From ordering materials to arranging couriers, your attention to detail will be crucial.

The successful Office Manager / Personal Assistant will embrace this multifaceted role, mastering the art of on-the-job learning while tactfully observing operations, absorbing

the nuances before initiating transformative adjustments. **You will be prepared to dive into the gritty work, adapt swiftly to changing roles, and seamlessly work as a team.**

**To qualify.** You could be an Office Manager / Personal Assistant / Executive Assistant or similar with a CV that demonstrates:

Experience in a similar Office Manager / Personal Assistant role.

Strong interpersonal skills.

You are proactive and self-motivated with a 'can do' attitude.

Excellent organisational skills with ability to prioritise and adapt.

You have a creative and innovative problem-solving approach.

Effective negotiation skills with clients and suppliers.

Some knowledge of creative processes for prop manufacture

Proficiency in MS Word, Excel, Outlook, and Internet Explorer

You are a real team player, willing to assist in various tasks such as tidying up and organising the office and workshop.

**Due to the nature of the role, it is necessary that you have your own transport and are flexible with hours worked as per business requirements.**

In return, the Office Manager / Personal Assistant will get the rare opportunity to be part of a thriving, creative, and forward-thinking company that values its employees and encourages them to reach their full potential.

**This is a full-time office-based role. Free Parking on site.**

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