

Office Manager

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Company: Vickerstock

Location: United Kingdom

Category: other-general

Office Manager

Co Armagh

Vickerstock are recruiting for an Office Manager for a leading employer, who are going through a period of growth and are based in Co Armagh.

This company places its customers at the heart of everything they do and they have an outstanding reputation for an award-winning service.

Your new role as an Office Manager:

Run front-of-house, be first point of contact for visitors to site, answer Phone calls and direct appropriately, represent the business in an appropriate manner.

Manage meeting room diaries and bookings - particularly important for other site colleagues and client requests.

Maintain effective communication with team, management, internal and external customers.

Handling onboarding, offboarding, updating payroll, verifying reports, processing weekly payroll.

Managing paperwork for new hires and leavers, maintaining HR files and systems.

Support with Purchase order processing

Provide administrative support for inventory management and order receiving.

Provide additional administrative support when required

What you'll need to succeed as an Office Manager:

2 years' experience in similar role

Proficient in MS Office

Decision making skills

Excellent communication and interpersonal skills.

High level of organisational skills.

Excellent numerical, IT and problem-solving skills.

Ability to multi-task.

Ability to consistently meet deadlines.

If you fit the above criteria, then please contact Mary Quinn on for a fully confidential chat and/or

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