# Job Description

POST TITLE: Office Manager/PA

DEPARTMENT: Memoria Group

HOURS: Full-time (40 hours a week)

RESPONSIBLE TO: Deputy CEO

SALARY: £35,000 per annum

## Job Purpose

To provide administrative support to the Deputy CEO with management of certain key functions for the business

## Outline of Primary Duties

## PA/EA Duties

* Provide diary management support to the Deputy CEO of Memoria Ltd
* Report writing / reviews
* Support construction process for new crematoria and COLC.
* Provide administrative support to all online memorial sales
* Book venues, meetings and events
* Provide administrative support to all Memoria board meetings including preparation and management of monthly board packs.
* Take meeting minutes as required
* Assist Deputy CEO with private engagements, personal shopping and medical appointments
* Complete general research tasks both in industry and non-industry related tasks.
* Organise travel support for all senior and relief managers.
* Supporting our planning team with all administrative tasks to do with planning applications, legal challenges etc.
* Support directors with the compiling of monthly expense claims.

## Marketing Duties

* Assist with the management of website content
* Assist any change to marketing material – managing the sign off process
* Work closely with Senior team to ensure that content is appropriate

## Office Management Duties

* Assist with the management of the Company fleet including:
	+ Insurance
	+ Servicing
	+ Fuel card allocation
	+ Tolls and charges
* Ensure that the office has supplies for catering, cleaning etc
* Manage any requirements for building maintenance
* Manage off-site archiving process
* Authorising invoices for cleaners, archiving

## Key Competencies

* High level of Word, Excel and systems experience
* Good communication skills
* Initiative and the ability to prioritise / manage own workload
* Adaptability
* Integrity, sensitivity and commitment
* Attention to detail