

Office Manager

We're AccessPay, the fastest growing fintech company outside of London.

Thinking outside the box is something we relish, there are no bad ideas. We've got a flat structure, with no silos or protracted bureaucratic decision making. Most importantly, no big egos. AccessPay people get stuff done. From a tiny office in Ardwick, to occupying an entire floor in Manchester City Centre. From 4 to 60 staff. From finance start-up, to launching new fintech brands. All in less than 5 years.

2017 saw us listed as a Deloitte Tech Fast 50 company and shortlisted for the coveted Manchester Evening News "Business of the Year". We're getting bigger and better every day. Help us write the next chapter in the AccessPay story.

Job Title: Office Manager
Hours: 08:30 – 17:00 Monday to Friday

As the Office Manger you will be overseeing the day to day management of the office and helping to create a positive environment. This role would suit a confident individual who enjoys a busy and varied work environment and someone who can make the role their own.

Duties & Responsibilities:

- Responsibility for overall office standards including office appearance and procedures
- Supporting and, where necessary, developing effective and efficient processes within the office
- Ensuring that visitors are dealt with in an efficient and courteous manner.
- Assisting the smooth running of the office by dealing with ad hoc tasks and issues, and problem solving in a reactive manner
- Ordering of essential office supplies/materials as required, seeking out best value pricing and keeping accurate records of orders
- Management of general administration and efficient overall operation of the office
- Management of Health and Safety of the office environment, and relevant policies
- Making and booking travel arrangements for all staff
- Arrange and co-ordinate company events

About You:

- A minimum of 2 years' experience working as an Office Manager
- Confident and professional
- Highly articulate, an excellent communicator at all level
- A team player with a confident manner and a professional, flexible, positive approach to work.

You'll be rewarded with a competitive salary, fantastic career progression, a great environment, and the opportunity to work for a fast-growing VC-backed FinTech company that is delivering innovative solutions that make a difference.

To find out more about what it's like to work at AccessPay, check out our People Page:

<https://www.accesspay.com/people/>