



CARA OFFICE MANAGER

CARA Ltd is an independent agricultural consultancy company, based in West Wales. Due to an expanding workload, we are currently looking for an Office Manager to become a member of the CARA Team. The ideal candidate will need to be an organised and adaptable Office Manager with the ability to manage a small team.

This position will involve the handling of tasks and responsibilities for the day to day running of the company, supporting members of the senior management team and other personnel, acting as the key administrative support. The position will require someone who is hands-on and well organised in their work. The successful candidate will be adaptable, enjoy learning new processes and systems with a can-do approach to all tasks. You will be communicating directly with the clients by email and/or telephone and will need to have excellent communication skills. We are a small team and you must be willing to get involved with joining in and helping out the team at busy times.

KEY RESPONSIBILITIES / JOB DUTIES

Managing and developing internal company procedures and systems

Liaising with clients, directors and other staff

Managing the effective delivery of project related work

Producing work progress reports and communicating to relevant staff

Organising and attending meetings when required

Dealing with diary management, annual leave, staff training, and events as well as being the first point of contact for any staff or company issues.

Preparing monthly payroll and submitting to HMRC

Assisting with internal accounting procedures

Dealing with office facility duties such as any repairs, servicing, utilities as well as being in charge of day to day running of the company itself

KEY ATTRIBUTES:

Must have excellent written and oral communication skills to build relationships with staff and clients as well as an excellent organized manner

Advanced knowledge of Microsoft office is essential along with proficient IT skills. Experience of payroll/accounting software packages would be desirable

Must be proactive and focused as well as being self -motivated to solve issues efficiently

Good sense of humour and an approachable personality

Professional / confident telephone manner

Ability to use initiative and remain calm under pressure

Excellent attention to detail

Ability to speak Welsh is desirable but not essential

If you would like further information or to apply for the position please send a CV and covering letter to wendy@carawales.co.uk

Salary will be negotiable depending upon experience.

Closing Date: 20th November 2020