

Could you organise the organisers ?

JOB: Part-time Office Manager/Receptionist

Current **CIPR Consultancy of the Year 2021/22** Morrow Communications is looking for a Part-time Office Manager/Receptionist to join our award-winning team.

We are based in Holywood, County Down, and are one of Northern Ireland's leading integrated communication consultancies, representing some of the UK and Ireland's most exciting brands and organisations.

Our client base is growing and adapting to new challenges and exciting opportunities and so are we. We now require a Part-time Office Manager (up to 20 hours per week) to support our various office administrative functions and to ensure our creative teams have the necessary systems and support in place to do their job successfully.

In return, we will offer a fast-paced, rewarding role with a competitive salary all provided in an open, friendly, and supportive environment.

Office Manager/Reception Responsibilities:

- Scheduling client meetings and appointments within the office
- Greeting visitors and arranging catering for meetings
- Answering office phone and taking messages
- Managing any deliveries/post and all stationary/office supplies
- Maintaining the office environment and arranging any necessary repairs/improvements
- Providing general administrative support to staff
- Manage contract and price negotiations with office vendors and service providers
- Record keeping eg overseeing internal administrative forms
- Manage staff queries regarding office management issues (e.g. stationery, hardware and travel arrangements)
- Liaise with office management suppliers, including IT provider, cleaning, catering.
- Support financial team with administrative tasks

The successful candidate will ...

- Be highly organised and efficient, ideally with previous experience as an Office Manager and of a front office reception
- Have a warm and welcoming personality
- Have knowledge of office administrator responsibilities, systems and procedures
- Be proficient in MS Office suite (MS Word, MS Excel and MS Outlook, in particular)
- Have excellent time management skills and ability to multi-task and prioritise work
- Be forward thinking with a strong attention to detail
- Have problem-solving skills and be able to respond effectively to changing priorities
- Possess excellent written and verbal communication skills
- Be able to work in a busy office environment that often demands high levels of concentration

Who we are...

Our 30+ strong team works together to deliver big results for our clients, combining skills in PR, Public Affairs, media relations, digital communications, event management, video production, advertising and graphic design.

Our commitment to excellence has been rewarded with the **Gold Communications Management Standard**, awarded by the PRCA – an industry quality mark we have now held for over 15 years. We are the only NI agency to hold this accreditation and it supports our client and colleague management systems to underpin our growth.

We've also recently been recognised by the Chartered Institute of Public Relations as **PR Consultancy of the year for 2021/22** and picked up a total of 13 awards for our client work in this year's awards alone.

To apply...

If you meet the above criteria and have the experience and ambition to deliver what we need, apply with an **up to date and tailored CV** - with particular reference to the job requirements above and highlighting why you are the must-see candidate for the role.

Please quote job reference: Office Manager (OM)

Application deadline: Email your response to jobs@morrowcommunications.com before **5pm on Monday 10th October**