

Office Manager / PA to CEO

Company

Based in central London, Dewynters is a fully integrated agency, specialising in live events, entertainment and arts. Key accounts within the agency include The Book of Mormon, Love Supreme Music Festival, Mamma Mia! The Party and the BFI to name a few.

Position

We are looking for an experienced Office Manager / PA to CEO to join our team and ensure our agency runs smoothly, for those in the office and those working from home. This role reports to the CEO and is perfect for someone who is an office all-rounder, loves a wide range of tasks and can use their own initiative. You will work as part of a busy, friendly team of 65 people in the heart of London's West End. You will have proven hands-on experience in office and diary management and enjoy working in a fast-paced environment. You will also be able to build strong relationships internally and externally.

Responsibilities:

General Office Management

- Support with organising events and team/company workshops
- Manage reception desk
- Stock Kitchens and meeting rooms; ensure printers are stocked with paper

Facilities Support

- Liaise with building management regarding any issues within and surrounding the office building, and represent the company at tenant meetings
- Liaise with IT department regarding problems with copiers, printers or mobile phones
- Manage the office health and safety – overseeing H&S audits, risk assessments and DSE
- Act as the fire drill officer, carrying out annual fire drill and any emergency evacuations, liaising with the building manager and Metropolitan Police when necessary
- Ensure the office is clean, hazard-free and comfortable for all staff
- Manage all maintenance and service contracts from the cleaning contract to the Fire Risk Assessment
- Arrange Contractor permits, method statements and risk assessments
- Manage the office furniture and storage
- Work alongside the receptionist on any office refurbishments and moves projects
- Liaise with HODs to set up new starters' work stations

PA duties

- Organise and maintain CEO's diary and make appointments
- Ensure the CEO is well prepared for meetings
- Arrange travel and accommodation for the CEO
- Prepare agendas for leadership group and heads of department meetings, take minutes
- Liaise with Account Management Executives to support with internal and external communications, including occasionally supporting other Senior Managers with travel arrangements

Skills / Qualifications

- Proven experience in a similar role – ideally in a fast-paced environment
- Competent IT skills including, but not limited to, Microsoft Office Suite
- Experience of health and safety implementation in the workplace, for example, carrying out risk assessments, DSE and fire drills would be highly advantageous; however training can be provided
- Effective communicator and an excellent team player
- Flexible, self-motivated and unflappable
- Highly motivated and organised
- Able to work effectively within a dynamic team
- Strong organisational and communication skills – able to produce a high quality of work within short deadlines
- Able to deal with confidential matters appropriately

Interested?

If you think this job is for you please send your updated CV and covering letter stating your salary expectations and why you are the right person to: recruitment@dewynters.com

What can we offer you?

We offer a whole array of benefits including:

- Competitive salary
- 23 days holiday rising to 28 days holiday (includes the Christmas shut-down)
- Flexible working
- Career development and training budget
- Enhanced maternity and paternity package
- Life cover
- Season ticket loan (after probation)
- Cycle2Work scheme
- Permanent health insurance (after 3 years' service)
- Champagne and sabbaticals for long serving team members

- Christmas and summer parties
- Complimentary fruit
- Five for Five social
- Complimentary theatre/entertainment ticket