

Office manager

Part time – 3 days per week

London

Fathom is a world-leading, independent consultancy based in London. We specialise in macroeconomics, geopolitics and financial market research. We make it our business to challenge conventional thinking and to convey rigorous analysis in plain English, with feeling.

We are looking to add an experienced **office manager** to our team. The successful candidate would be based at our London office. As the office manager, your primary role will be to maintain the smooth running of the office. The role best suits candidates who are highly organised and able to work in a structured way, being able to tackle a variety of different tasks, often at the same time.

Key responsibilities

- Reception duties, including answering incoming calls
- Scheduling meetings, including quarterly forecasts meetings
- Maintain the condition of the office and arrange for necessary repairs
- Managing office equipment and ordering office supplies
- Filing and archiving accurate records
- Organising away days
- Help with processing expenses and invoices
- Oversee staff annual leave
- Review and update health and safety policies and ensure they're observed

Essential skills

- Proficient in Microsoft Office (Outlook, Excel, Word, PowerPoint)
- Proficient in Sage Accounts 50
- Good communication skills
- Excellent organisation skills
- Ability to prioritise effectively
- Ability to maintain strict confidentiality
- Keen attention to detail
- Accurate data entry skills
- A familiarity with legislation in the areas of employment, equality and diversity, and data protection - this is useful, but not essential

Experience and qualifications

- At least 2 years of previous relevant work experience
- A degree in a relevant field, such as business administration/business management would be ideal, but other candidates will be considered
- Any relevant professional qualifications

Further information

Fathom is an equal opportunities employer. Please let us know if you require reasonable adjustments to be made throughout the recruitment process.

Successful candidates will be contacted by email/phone to arrange a first-round interview.

