

## Job Description

JOB DETAILS			
Position Title:	Office Manager		
Reports to Position:	Chief Executive		
Function:	Management		
Location:	The Green House, Beechwood Business Park North, Sir Walter Scott Drive, Inverness, IV2 3BL		
Revision number:	01	Revision date:	18/09/2023
OUR ORGANISATION			
<p>Inverness and Cromarty Firth Green Freeport is one of Scotland's two new Green Freeports. Centred around the Cromarty and Moray Firths, the Green Freeport includes some of the country's best, sheltered deepwater ports. Green Freeport status will maximise local and UK-wide benefits from a pipeline of renewable energy projects placing the Highlands at the heart of the drive towards net-zero.</p> <p>We are proud to be an Equal Opportunities Employer, we value integrity, inclusion, and equality. We strongly prohibit discrimination against any protected characteristics within our organisation and openly welcome applications from all candidates.</p>			
JOB OBJECTIVE			
<p>The Office Manager will play a pivotal role in ensuring the smooth day-to-day operations of our office while also conducting Executive Assistant duties in assisting our CEO in their various tasks and responsibilities. You will be the backbone of our office, responsible for maintaining a productive and organised work environment.</p> <p>The hours of this role are Monday - Friday, 9am-5pm, based at The Green House office however we are happy to discuss flexible working opportunities.</p>			
KEY ACCOUNTABILITIES & RESPONSIBILITIES			
<p><b><u>Office Management</u></b></p> <p><b>Administrative Support:</b> Provide general administrative support such as managing phone calls, emails, and correspondence on behalf of the CEO and be the first point of contact for the organisation.</p> <p><b>Calendar Management:</b> Schedule meetings, appointments, and travel arrangements for the CEO.</p> <p><b>Office Organisation:</b> Ensure the office is well-organised, stocked with supplies, and maintain a tidy and efficient workspace.</p> <p><b>Vendor Management:</b> Coordinate with vendors, service providers, and contractors as needed for office maintenance and services.</p> <p><b>Document Management:</b> Maintain and organise important documents, files, and records both in physical and online systems.</p> <p><b>Communication:</b> Act as the first point of contact for office inquiries and maintain a professional and welcoming office atmosphere.</p>			

**Event Planning:** Assist in organising company events, meetings, and other business activities, including for the PowerHouse training division within the business.

### Executive Support

**Email and Correspondence:** Manage, prioritise, and respond to emails and correspondence on behalf of the CEO and manage the diary of the CEO.

**Meeting Preparation:** Prepare meeting agendas, documents, and presentations for CEO and Board meetings. Ensure accurate minute taking and Board governance.

**Information Gathering:** Research and gather information as requested by the CEO for decision-making and planning.

**Project Coordination:** Assist in tracking and coordinating various projects, including following up on action items.

**Operational support:** including helping with travel arrangements and other administrative tasks including booking venues and stakeholder hospitality.

**Confidentiality:** Handle sensitive and confidential information with discretion and maintain the highest level of confidentiality.

## WORKING RELATIONSHIPS

- Collaborate with other members of Inverness and Cromarty Firth Green Freeport Board, leadership and colleagues and develop and maintain effective external relationships which will support the strategic vision of the organisation.
- Interface with external stakeholders, partners, and vendors to build and maintain positive relationships.
- Contract with and manage external consultants as needed to ensure value is realised.

## LEVEL OF INFLUENCE

The ICF Green Freeport team will not retain a large staff number (under 10) so the post holder will play an important role in how the business is run on a day-to-day basis. Discretion will be given in how the office is run, and as a new business this is an opportunity to help build something from scratch.

## PERSON SPECIFICATION

### Education

- At least a HNC or HND in Office Management, Business and Administration, Operations Management, or a similar related field.
- Bachelor's degree or higher in a related field would be advantageous but not required.
- MOS Certification would be advantageous but not required.
- A current, clean DBS certificate will be required if not currently held.

### Experience, Skills and Aptitudes

- At least 3 years previous experience working in an office management or similar management role is preferred.

- A full, clean drivers' licence and access to own transport is preferred however we are welcome to discuss flexible working options and applications from those of all abilities.
- Strong organisational skills and the ability to multitask efficiently.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with office management software and cloud-based filing systems.
- Ability to anticipate needs, identify problems, and propose solutions.
- Willingness to take on new tasks and adapt to changing priorities.
- Demonstrated ability to handle sensitive information with discretion.
- Proactive and self-motivated with a strong sense of ownership over responsibilities.
- Ability to prioritise your own workload and multi-task as required.
- Excellent communication and interpersonal skills.
- Strong customer service orientation.

\*This job description is not exclusive and at times you may be required to perform other duties out with this description as required.