Ellen MacArthur Foundation
Office Manager

Job Description

The Ellen MacArthur Foundation has an opportunity for an experienced Office Manager to be responsible for the running of our growing office in Cowes, Isle of Wight.

The successful candidate will have a background in organisation and administration with the ability to communicate effectively at all levels.

What we do:

The Ellen MacArthur Foundation is a charity with the mission to accelerate the transition to a circular economy. The Foundation works across four interlinking areas:

- **Education** – inspiring a generation to re-think the future
- **Business and Government** – catalysing circular innovation across the economy
- **Insight and Analysis** – providing robust evidence about the benefits of the transition
- **Communications** - sharing informative content and stimulating dialogue around the circular economy framework

Role & Responsibilities:

- Reception duties, including answering incoming calls and taking messages
- Following up on phone calls and contacts as appropriate
- Answering general emails and postal correspondence
- Booking meeting rooms
- Contacting suppliers and ordering office supplies to ensure consistent stocking of necessities
- Managing health and safety as well as fire regulations within the office
- Arranging travel and accommodation plans when required
- Providing administrative support as needed
- Ensuring that the office as a whole is kept tidy at all times
- Managing the budget relating to office spend
- Building and equipment maintenance including organising repairs as requested, annual PAT testing etc
- Dealing with post and couriers, assisting with big mail outs of reports, etc
Essential skills:

- Previous experience of managing an office
- Excellent IT skills including Microsoft Office and able to manipulate calendars/diaries and emails
- Preferably experience of using Apple Mac computers
- Understanding of Health and Safety requirements in an office environment
- Strong organisation, delegation and communication skills
- Ability to prioritise

If you would like the opportunity to work in a dynamic, committed and creative team

....please apply with CV, covering letter and salary expectation to Barbara Calland (barbara@ellenmacarthurfoundation.org)

Desired starting date: As soon as possible

Salary package: Competitive dependent on experience

If you would like to learn more about the Ellen MacArthur Foundation or the circular economy, please visit www.ellenmacarthurfoundation.org