

Position

Office Manager – Oceanium Ltd

Full-time or part-time: 40 hours full time or 30 hours part-time

Application Deadline: 20th June 2021

Start Date: ASAP

Location: Oban, Scotland (office-based)

Salary: £24,000 – £30,000 FTE (pro-rata if part-time). We will pay a competitive salary commensurate with experience. We are fast growing company and have a stock option plan for key employees.

Are you innovative, entrepreneurial, and keen to contribute to the development of environmentally positive, circular life-cycle packaging and sustainable foods and “foods as medicine”? Do you have Office Management experience and are seeking a challenge in a high-growth company?

About the role

Reporting to the CFO, as the Office Manager, you will have the opportunity to help People & Planet by working for a sustainable business while putting your Office Management skills to work to create smoothly running offices that can provide the backbone of support needed for our Research and Development, Processing and Commercialisation teams.

The position requires in-office attendance (i.e. not remote) and will be based in Oban, Scotland.

Key role responsibilities

General

- Oversee general Office Management activities that facilitate the smooth running of our business; supporting our people, staff functions and office processes.
- Manage the physical office space, including furniture provision.
- Regular management of our IT provider and review of IT systems and budget, including appropriate access levels and GDPR compliance.
- Maintaining the condition of the office, arrange for necessary repairs with the landlords and management of utilities.
- Provide administrative support to the executive team, including managing diaries and organising meetings and appointments.
- Manage coordination and logistics for internal and external meetings and travel in line with company policies.
- Manage and coordinate shipping logistics for our products.
- Ensure related company policies and procedures are followed.

Finance Administration

- Raise purchase orders and troubleshoot supplier invoices relating to office administration.
- Manage the office administration budget, maximising value for money through astute procurement and supplier management.
- Ensure smooth communications with relevant suppliers.
- Prepare and deliver monthly reports.

HR Administration – Support and enable our outsourced HR Provider in the following ways:

- Support the provision of recruitment administration, including acknowledgement of applications and candidate communications, interview coordination and diary management, scheduling onboarding and induction plans.
- Manage regular performance review cycles and mandatory trainings, including record keeping.
- Prepare documentation support internal processes such as appraisals management.
- Maintenance of the HR Management system, ensuring employee records are accurate, up to date and in line with GDPR.
- Organising staff training sessions and activities.

Compliance and Risk Management

- Ensure compliance with applicable H&S regulation within the office environment, as directed by the H&S officer.
- Support our H&S officer in the regular Health & Safety and other compliance audits for Oceanium offices.

About you

- University degree or equivalent experience.
- IT literate with strong understanding of Microsoft Word, Excel, PowerPoint and Outlook.
- Experience with SharePoint and Teams (or equivalent).
- Ability to work independently and proactively, anticipating the needs of the C-Suite and ensuring smooth operation of associated business activities.
- Efficient and professional approach with the ability to multi-task.
- Project-management skills.
- Possess strong communication, organisational and time management skills.
- General willingness to be helpful, enthusiastic and flexible.
- Ability to deal with confidential information.
- Ability to deal tactfully and professionally in challenging and ambiguous situations.
- A problem-solving approach and a can-do attitude.
- A creative mind with an ability to suggest improvements.

Experience and qualifications

Essential

- Proven experience as an Office Manager – minimum 5 years office manager experience in an office of 15 or more employees.
- Solid word processing and use of excel experience; power-point experience helpful.
- Knowledge of office management responsibilities, systems and procedures.
- Some experience with budgets, invoicing and supplier management.

Desirable

- Some experience with HR functions
- Experience with shipping and logistics.

About Oceanium

Oceanium is a bio-tech, social and environmental impact start-up focused on developing packaging from sustainably-farmed seaweed, with a mission to create a sustainable seaweed farming industry to mitigate climate change, ensure food security and create jobs across the value chain.

We have an exciting new opportunity for an Office Manager to join us and become part of our innovative high-growth company developing products from sustainably farmed seaweed in which you will be using your experience to make an impact on the health of people and the planet.

Next Steps:

If you feel that you have the right blend of capabilities and experience as well as the ability to make a significant contribution to this exciting company, please send a cover letter, current CV, preference for full-time or part-time, salary requirements and availability to oceaniumpeople@oceanium.co.uk. At Oceanium, we recognise the value of a diverse team and we are committed to and encourage applications from people with varied experiences, perspectives, and backgrounds.

Reasonable adjustments are available to support candidates through the application and interview process. Please note all offers of employment are subject to continuous eligibility to work in the UK and satisfactory pre-employment security screening which includes a DBS Check.