



Office Manager

Job Title:	Office Manager
Location:	Tadley office
Contract:	Permanent
Hours:	Up to 30 hours per week
Salary:	£25,878 to £26,845 FTE depending on experience (pay review pending) plus 5% employer's pension contribution
Start date:	ASAP

We are advertising this role alongside the Office Administrator role due to an office restructure. Both roles will work together to provide cover for the office across the week and therefore there is some flexibility in hours and days worked.

Citizens Advice Tadley is a small but active rural office delivering a range of advice services.

We are looking for an experienced Office Manager to support the smooth running of our advice service. You will manage the back office administration team and processes as well as provide support to the Chief Officer and Trustee Board.

The role will be busy and varied and will require excellent time management, good attention to detail, IT and people skills.

You will need:

- recent experience of office management
- experience of producing written reports, spreadsheets and preferably Google Workspace
- excellent interpersonal skills with the ability to communicate with people at all levels
- proven organisational skills

We are looking for someone who is passionate about giving an effective service to those most in need.

If you would like an informal conversation about the role, please ring Rachel Campbell on 0118 981 7567. All the application documents can be accessed here: [Office manager Job Pack and Application form](#) or please email rachel.campbell@catadley.org

Closing Date: Tuesday 30th May 2023

Interview Date: 1st and 5th June 2023