

Job Description Template

CON001646 v1.00

Job Title	Office & Compliance Manager
Department	Site
Location	Swanwick Court
Responsible To	Executive Assistant
Normal Hours	09:00 – 17:30

Job Description

We're looking for a proactive and enthusiastic Office & Compliance Manager to join our growing company. This is a varied and rewarding role at the heart of the business, supporting the Executive Assistant to the Board of Directors, the Head of Human Resources, and key departments across the organisation. You'll play a vital role in ensuring our office runs smoothly, driving compliance standards, coordinating office activities, and contributing to projects that make a real impact across the company.

Your typical Office Manager duties will consist of the following:

- Maintaining a high standard of office health and safety, as well as fire safety and first aid.
- Produce and update office risk assessments.
- Deliver health & safety and site inductions to new employees and distribute refresher training to current employees.
- Ensure all building facilities are working correctly and efficiently, e.g. air conditioning and security systems and arrange for annual servicing.
- Manage and record waste removal and all building utilities.
- Contact the landlord regarding building maintenance, improvements and issues.
- Management of cleaning staff.
- Monitor stock and order supplies for the business (stationery, drinks, cleaning materials etc).
- Record office expenditure and assist the EA in managing the office budget.
- Coordinate meeting room bookings, facilitate meeting room set up, order refreshments and food & clearing after meetings.
- Greet visitors upon arrival.
- Maintain the condition of the office and arrange for necessary repairs.
- Sort and distribute incoming mail.
- Key holder to the building, closing up of the office at the end of the day.

Additional duties supporting the Executive Assistant, Head of HR and other departments with:

- Maintaining and supporting our Investors in People Platinum, Great Place to Work, ISO9001, ISO14001 and ISO27001 accreditations.

- Carrying out internal audits to ensure departments follow standard operating procedures – this is in line with our accreditations for ISO14001, ISO9001 and ISO27001 (Environmental, Quality and Information Security).
- Updating and testing of the Business Continuity Plan.
- Supporting the tender team and sales teams with tender submission information.
- Assist with tasks set by the senior management team.
- Producing and updating of department SOPs/Supporting other departments with SOP upload onto Entropy (internal system).
- Carbon impact reporting.
- Environmental Health & Safety compliance audits.
- Training within other departments to offer support covering roles and general business admin when required.
- Assist in coordinating internal and external company events.

Skill Set

Essential

- Previous experience in an Office Manager, Compliance Coordinator, Facilities Coordinator, Business Support, or similar role.
- Excellent organisational and time management skills with the ability to prioritise a diverse workload.
- Strong attention to detail and a commitment to accuracy.
- Experience managing facilities, suppliers, contractors, and service providers.
- Knowledge of Health & Safety requirements and workplace compliance.
- Strong communication and interpersonal skills with confidence working across all levels of an organisation.
- Experience creating, maintaining, and reviewing policies, procedures, and documentation.
- Ability to work independently and use initiative.
- Strong problem-solving skills and a proactive approach to identifying improvements.
- Proficiency in Microsoft 365, including Outlook, Word, Excel, PowerPoint, and Teams.
- Ability to handle confidential information with discretion and professionalism.

Desirable

- Experience maintaining ISO9001, ISO14001, and/or ISO27001 management systems.
- Internal auditing experience.
- Knowledge of Business Continuity Planning.
- Experience with compliance, quality, or ISO management systems.
- Experience contributing to sustainability initiatives or carbon reporting.
- NEBOSH, IOSH, or other relevant Health & Safety qualifications.

Personal Attributes

We are looking for someone who is:

- Proactive and self-motivated, with a "can-do" attitude.
- Highly organised and capable of managing a diverse workload.
- Adaptable and comfortable working in a fast-paced environment.
- Confident building relationships with colleagues at all levels of the business.
- Committed to maintaining high standards of compliance, safety, and operational excellence.
- Enthusiastic about learning new skills and supporting different areas of the business.
- A team player who enjoys contributing to company-wide initiatives and projects.

This is an exciting opportunity to become a key member of a growing business where your contribution will be visible and valued. You'll work closely with senior leadership, gain exposure to a broad range of business functions, and play an important role in shaping efficient, safe, compliant, and sustainable business operations.

If you're looking for a varied role where no two days are the same and where you can make a genuine difference, we'd love to hear from you.