Office Manager

Salary £36,000 to £40,000 per annum depending on skills and experience
Plus £7.5% company pension contribution
After probation: travel allowance
Discretionary Bonus Scheme

As our Office manager, you will have a key role in maintaining the smooth running of the CISI office, which is based in the 'Walkie Talkie' building in the City of London.

This role is suitable for someone with strong office management and facilities experience, with an eye for detail.

You will be:

Facilities / Office Tasks

- Responsible for the smooth running of the office on a day to day basis, including the reception / concierge service, ensuring a high level of service is provided to both internal and external clients.
- Responsible for providing a facilities service.
- Liaising with the building management and representing CISI at tenants' meetings.
- The main point of contract for CISI's tenants and managing the relationship.
- Ordering supplies, including kitchen items, stationery, office equipment.
- Managing CISI's contracts for services, including cleaners and maintenance.
- Assisting the Chief Operating Officer with relevant office insurance.
- Producing weekly and monthly key management information reports
- Preparing and managing relevant budgets.
- Contributing to business continuity and disaster recovery policy.
- Supporting the Assistant Director, Global Operations for example with projects

Health & Safety Tasks

- ✓ Acting as the Health and Safety Officer for CISI.
- ✓ Ensuring the offices are compliant in the following areas:
  -First aiders and fire wardens
  -First aid boxes
  -Health & Safety information for employees
- ✓ Managing health and safety assessments for employees who are working from home.

You will need to have the following skills and experience which you may have gained through voluntary activities or paid employment:

- Experience of overseeing a facilities area

- Health and safety experience / knowledge
- Strong communication skills
- Organised and able to multi-task and prioritise effectively to meet deadlines
- An eye for detail and accuracy
- Good knowledge of Microsoft Office including excel
- Willing and looking to work in a hands-on role
- Experience of managing a small team, is not essential

<u>We would be interested in candidates who are available for a January start date.</u>

We offer a competitive remuneration package, which includes:
- 7½% company contribution into a personal pension, in addition to your own contribution of 1½% via salary exchange
- Travel & London office allowance scheme after probation
- Life insurance and income protection insurance
- A sports club allowance
- 28 days' leave per annum (which includes three days at Christmas)
- After one year's service, private medical insurance cover

Please send your CV, salary expectation and availability to Karen Dalton, Assistant Director, HR at jobs@cisi.org

We value the contribution that employees with different views and experience bring to the Institute and are committed to promoting equality, inclusion and diversity. We hope to receive applications from a wide range of talented people irrespective of their race, religion or belief, gender, age, gender identity, neurodiversity*, disability, sexual orientation, ethnic origin, political belief, social class, relationship status or caring responsibilities.*

The Chartered Institute for Securities & Investment is the leading professional body for securities, investment, wealth and financial planning professionals. Formed in 1992 by London Stock Exchange practitioners, we have a global community, which aims to promote high standards of competence and integrity to more than 40,000 members in 116 countries. We are also the main examining body for the sector, offering our internationally recognised exams globally.

Its purpose is "*To champion lifelong learning and integrity, raising individual standards of knowledge, skills and behaviour globally to enhance public trust and confidence in financial services.*'

For more information on the CISI, please see our website at www.cisi.org