

Worcestershire Local Enterprise Partnership Office Manager

Salary: £22,000 - £24,000 + benefits

Location: Malvern

Full-time: 37 hours per week

Fixed-Term Contract until March 2020 (extension subject to performance and availability of budget)

We have an immediate requirement for an Office Manager to join the Worcestershire Local Enterprise Partnership (WLEP). The WLEP is responsible for creating and delivering economic growth and jobs in the County, which is achieved through a partnership approach with business, local government, the third sector and higher and further education working together with a common, shared purpose.

You will be required to promote a professional image of the Worcestershire LEP both internally and to external stakeholders, the general public and Board members, whilst providing a professional and comprehensive administrative support service to the WLEP Chief Executive and the team.

You will attend meetings and take and prepare minutes as well as liaising with Worcestershire County Council on finance and managing the finance system to generate all purchase orders, ensuring appropriate paperwork is raised and expenditure recorded.

You will also liaise with Herefordshire and Worcestershire Chamber of Commerce on staffing, stationary and IT matters ensuring that company policies and processes are adhered to, will review all WLEP correspondence, manage the WLEP Chief Executive's diary and ensure meeting accommodation, catering and equipment requirements are arranged and confirmed.

We are looking for an individual with proven experience of working within a similar PA/Office Manager role with experience of minute taking and the ability to manage a range of different tasks with developed time management skills.

The successful candidate will be proficient in Microsoft Office, have the ability to communicate confidently at all levels (verbally and in writing) externally and internally and work on own initiative with minimal supervision.

Whilst the post is responsible to the Chief Executive of the Worcestershire Local Enterprise Partnership, you will be employed by the Herefordshire & Worcestershire Chamber of Commerce, a member-led, not for profit organisation which works to support the local business community and our network of members.

The Chamber of Commerce offers an excellent benefits package which includes: 29 days holiday plus Bank Holidays, a non-contributory pension scheme and private healthcare. We offer a range of work life balance policies and are an equal opportunities employer.

A full job description for this position is available on our website: <http://hwchamber.co.uk/news-opportunities/opportunities/careers>

If you would like further information or would like to apply for the role, please send your up-to-date CV to Dawn Hardman (dawnh@hwchamber.co.uk) by no later than 13 May 2018.

Should you be successful, interviews are scheduled to take place on Thursday, 24 May 2018.