



Office Manager Vacancy at SlingShot

Summary

We are a world leading, innovative games company and we are looking for an office administrator. Slingshot are set to grow fast in 2012 and we are recruiting an awesome organisator to help make that growth smooth, efficient and stress free.

More about the job.

You will be our first permanent employee and we hope you will become a cornerstone of the company as we grow over the next three years. This is an excellent opportunity to join a company as it develops into a successful entertainment company. We need your help in going to the next level: designing and running the office systems that the business will need. Our business is diverse and we are innovators in a new creative form, street games, so the work will be challenging and interesting. Based in our central Bristol offices, you will be managing the new business processes we are putting in place: cash control, purchasing and resource planning. We are flexible on hours, so welcome proposals for part-time working.

Key Responsibilities

- Managing cash flows into and out the company. This means purchasing, PO management and invoicing.
- Resource planning. Making sure we have the staff, tools and materials when we need them.
- Facilities management. Keeping the office running, from ensuring the printer has sufficient toner, to keeping on top of regulatory requirements such as first aid certificates and insurance.

In Detail

- You will be working closely with our book-keeper in building a purchase order and invoice tracking system.

Company Reg. 6673688

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- Invoicing and credit control.
- Purchasing. Most purchases for the business will be made by you. This will include booking travel and hotels.
- Inventory management.
- Helping plan logistics and resources for business projects with a focus on live events.
- Office provisioning: stationary, printer supplies, PC leasing and software licencing.
- Office statutory requirements: keeping the first aid kit topped up, managing the accident log, ensuring insurance is valid, tracking software licences.

Who You Are

We are really flexible about who we employ for this post. You could be a parent returning to the workplace as children begin school, or you could be a recent graduate on their second job. What we more specific about are the skills people bring to the job. We are looking for someone who enjoys building and running office systems, who loves detail (and is loved in return) and who relishes a challenge. This is not a creative job, although we do welcome creative solutions to problems. You will be helping us make your role so we want someone with tons of initiative and self-motivation. You will be rolling your sleeves up and getting stuck in from day one.

Your computer skills will be exemplary, with expertise in spreadsheets and word processors. We are a very digital company, so you'll also need to be comfortable with the full range of modern business tools: project management software, web based communication systems, Google apps for business.

Salary

£18,000 - £22,000 pro-rata.

How to Apply

Send a covering letter and update CV to jobs@slingshoteffect.co.uk