

## Contemporary Art Society

### Job Description

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|------------------------|---|
| Job title:             | Office Manager                                  |
| Reports to:            | Deputy Director                                 |
| Department:            | Finance and Operations                          |
| Lateral Relationships: | Administrator and other departments as required |
| Subordinates:          | None  |

#### Main objectives:

The Office Manager is responsible for the smooth running of the Contemporary Art Society office and for enabling all colleagues to work efficiently and productively. In addition, they are responsible for ensuring that the office is maintained in a clean and presentable state for staff and visitors.

#### Key responsibilities:

- Day-to-day management of building and office facilities and office supplies.
- Day-to-day liaison with building and office contractors and performance monitoring.
- Review supplier contracts and procurement, making recommendations to the Deputy Director which are both value for money and in line with our Environmental Policy.
- Day-to-day IT support to ensure smooth operation for all staff, overseeing remote working for all staff, ensuring the security of all data, and liaising with IT contractor as necessary.
- Answer the phone, forward on to relevant staff or deal with enquiries if appropriate.
- Play a key part in the organisation Green Team, leading on all areas relating to the office and suppliers and inputting into organisation strategy.
- Assist the Deputy Director with recruitment advertising and application process.
- Support online events via Zoom, and events in-person.
- Assist with proofing external communications, including email outs, website, and print.
- Manage the CRM database.
- Manage the CAS mailbox and forward on as applicable.

- Other administrative support as required, e.g. mail-outs, filing, ordering couriers and cabs.
- To undertake other duties as requested by the Deputy Director.

Person specification:

The Office Manager is a key member of the team. They will:

- Be an energetic, efficient, and enthusiastic self-starter with excellent time-management skills.
- Have excellent levels of computer literacy, including Word, Excel, Outlook, and Adobe PDF Software.
- Have meticulous attention to detail.
- Have good general administrative skills and knowledge of standard office procedures.
- Have a good understanding of Health & Safety legislation and GDPR regulations.
- Have a good telephone manner and interpersonal skills, including experience of dealing with the public, and all levels of management.
- Can manage a variety of tasks and respond to changing deadlines and priorities in timely fashion.
- Ability to pre-empt requirements and challenges.
- Experience of administration of a CRM, ideally e-Tapestry.
- Have a commitment to the aims and ethos of the Contemporary Art Society.