

CAREER OPPORTUNITY

Position: Office Manager

Salary: £28,000pa

Office Location: Irvine, Ayrshire

Remote/Hybrid Working: No

ABOUT US

Our aim is to become the consultancy of choice for challenging planning applications in the UK.

How are we going to do this?

By solving problems for our clients. We work with individuals and businesses who are developing for the future and we exist to support sustainable development through innovative and intelligent approaches to the planning process.

Our Core Values

Our values mean everything to us. They are the way we work individually and collectively and quite simple, are the fundamentals of our business. As a team we share these values and we are looking for people who fit with our culture and share our ambitions.



Collaboration

Working closely together in support of each other to make every project a success.



Communication

Being open, honest and accurate in our feedback and discussions to make sure we are always improving our skills, understanding and quality.



Clarity

Being clear and concise in our reporting and communication with colleagues, consultees and clients.

As part of your application to become part of the team, you will need to submit a cover letter explaining how and why you align with our Core Values.

ABOUT THE ROLE

The Office Manager is the lynchpin of our organisation. The role is to oversee the financial and client management systems of the company and support our consultants in performing their roles. This involves ensuring processes are followed and developed and engaging with clients and key contacts to facilitate project progression. Working closely with the Director, you will be involved in key business services and reporting. Communication, Collaboration and Clarity are our Core Values which you will need to demonstrate in every part of the role.

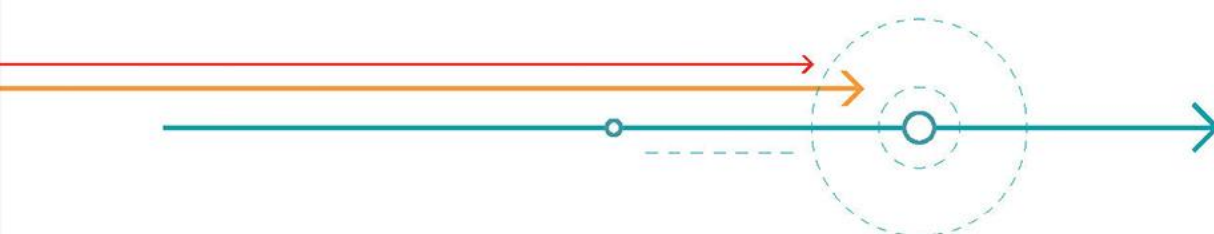
YOUR SKILLSET AND QUALIFICATIONS

We'll need you to have

- Experience of a similar role
- An eye for detail
- A professional and personable demeanour
- Ability to multi-task and keep to deadlines
- Proficiency with the Microsoft Office Package
- Confidence with financial systems
- A drive to maintain and improve standards

We'd like you to have

- Experience with payroll management
- Experience of Human Resources
- Familiarity with Xero or equivalent accounting software
- Experience of VAT returns
- A track record of implementing and monitoring processes and systems



WHAT WE CAN OFFER

Our real offering to our staff is responsibility and development. We don't like to limit potential, so we are always looking to offer opportunities for our team to improve their skills. We are a dynamic and growing business, and we need people who want to be part of that journey. We believe that by giving passionate people the skills to support our clients, they can build their roles and achieve their personal and professional ambitions. Our company has grown its turnover by 42% between the last two financial years, and we have ambitions to keep growing further. We need the right team members to help us achieve our ambitions.

- 28 days annual leave (increasing with length of service)
- Company pension
- Flexible working patterns available
- Role development opportunities

HOW TO APPLY

STEP 1 – Cover Letter

We need to know who you are and why you want to work at Cogeo. We are building a team around our core values, so we need to know that you align with them, so please reference them in your letter.

STEP 2 – CV

Make sure you provide us with an up-to-date CV including all relevant qualifications and professional memberships.

Email your CV and Cover Letter to enquiries@cogeo.co.uk

Our commitment to prospective team members

We know that the application process can be frustrating, particularly when your time and effort receives no response. But we promise to give feedback to everyone who applies, as long as they provide a cover letter that meets our criteria.

If you invest your time in us, we will invest our time in you.