

Office Manager

Office Location: Irvine, Ayrshire
Reports to: Director

Hours: Part-Time (up to 16 hours per week)
Salary: £9.30 per hour

Job Description

Due to the continued growth and success of Cogeo Planning and Environmental Services, we are looking to appoint a suitable individual with experience or qualifications in administration as part-time Office Manager in our Irvine office.

About Cogeo

At Cogeo we undertake assessments for a variety of developments throughout the UK, offering our planning and environmental expertise to a range of industries. As a collaborative team, we thrive on the variety of challenges that come our way, working together to provide solutions for our clients.

Our Core Values

Collaboration – working closely with colleagues and clients to provide the best results and make sure everyone in the team is fully supported

Communication – keeping clients and colleagues up to date and well-informed of a project's progress and challenges

Clarity – providing clients and councils with clear information in an accessible and easy to understand format

The Role

This office-based role will involve general office administrative duties as well as speaking to our clients and contractors. Payroll support will be required monthly with day to day tasks including managing databases, answering calls and credit control.

We offer flexibility with the days and times of the weekly hours with the opportunity for the role to expand as the company continues to grow.

Duties will include:

- Answering phone calls
- Managing invoices and bills
- Payroll Administration
- Client database management
- Scanning and filing documents
- Updating clients on project progress
- Checking active projects for updates and deadlines
- Supporting Cogeo's Planning & Environmental Consultants with project management

Working hours will be between 9am and 5pm, Monday to Friday.

Company pension

28 days holiday (pro-rata) including bank holidays

The Person

- Excellent communication skills - Customer contact is vital. Every client is as valuable as the next and we strongly believe in keeping each client up to date on the progress of their project on a regular basis
- Strong organisational skills
- Professional manner, verbally and in writing
- Interested in developing and improving company processes
- Friendly and approachable demeanour

Essential Criteria

- Minimum 2 years' experience in administrative role
- Attention to detail and good organisational skills
- High level written language skills
- Computer literate and familiar with Microsoft Office package

Desirable Criteria

- Experience with Xero accountancy software
- Experience with Moneysoft Payroll

How to apply

Send a copy of your CV and covering letter to enquiries@cogeo.co.uk with the reference IRV-006

Your covering letter should include an explanation of why you align to our Core Values and why you are currently looking for part-time work. Please also let us know of any hours/days you would not be available to work. Any applications received without this information will not be considered for interview.