



## **Office Manager / PA to MD & CEO**

**Contract:** Full-time contract until December 2023 (With the opportunity for extension dependant on achieving business milestones).

**Salary:** £27,500

28 days leave, bank holidays, and an extra day's leave for your birthday each year.

\*Please note it may require working some evenings or part of weekends.

**Reporting to:** Managing Director

**Based:** Bristol

Are you an expert Office Manager who thrives on attention to detail in a fast-paced environment?

First Thermal Ltd (FTL) are on the lookout for a true professional; The Office Manager will organise and coordinate office administration and procedures, in order to ensure organisational effectiveness, efficiency, and safety. The Office Manager is responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control, and finance to include: Running payroll, HMRC payments, upkeep, and filing pension via NEST, and VAT return, all via XERO.

The successful Office Manager will be an energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of administrative duties and executive support-related tasks and able to work independently with little or no supervision. Well organised, flexible, and enjoys the administrative challenges of supporting an office of diverse people. The role requires a mix of remote working and being based at the Future Leap Hub in Gloucester Road, mostly on Mondays. If you're looking for a new role with meaning and feel your expertise could make a difference to an inspirational social enterprise, read on!

The Office Manager is a pivotal role in the commercial success of the core business and the new and exciting social franchise network for First Thermal Limited. You will be working with their existing multi-award winning The Cold Homes Energy Efficiency Survey Experts (CHEESE) Bristol model, which delivers thermal imaging Heatview® surveys to reduce energy loss from homes - thus making warmer homes and a cooler planet. To replicate an improved CHEESE model UK-wide by social-franchising to expand the business portfolio.

What's next?

If you want an informal chat before committing to an application, drop me an email at [allison.cawley@first-thermal.co.uk](mailto:allison.cawley@first-thermal.co.uk) or call **07496 334994**

Or send your application and a cover letter to: [allison.cawley@first-thermal.co.uk](mailto:allison.cawley@first-thermal.co.uk) by **5 pm on the 12th of December 2022. Interviews will be held in Bristol on the 19<sup>th</sup> of December 2022.**

If you choose to apply now, we guarantee a response.

**PLEASE NOTE: we will not accept applications from agencies.**