

Office Manager, Project Coordinator

v1.0

Hours to suit - perhaps 9:30am - 3.00pm

Job Description

Seeking an Office Manager who can also help coordinate projects in a small product design, development and manufacturing company in Malvern.

The role is suited for someone who is organised, has a keen eye for detail and can juggle multiple projects. You will need to be able keep abreast of several projects making sure everything is on track, and nothing is forgotten.

Invizio's small team designs a diverse range of products including luxury wearable tech, electric car chargers, trains, scientific instruments, push chairs etc. We are doing really exciting and interesting work and need someone to help us keep on top of our growing list of activities.

The company, and what to expect

It is a small company doing exceptional work at a fast pace.

We aim to deliver value to our clients, not only by creating exquisite designs that function, but also by being efficient with our time and how we spend their money. Clients also like working with us because we are responsive and keep them fully informed of progress.

We are in demand and generally win more work than we can deliver. As in any small company everyone needs to pick up a wide variety of tasks in order to deliver our services.

Your approach to work

Enjoy learning new skills and processes

Proactive and thoughtful approach

Aim to deliver all the task requirements as best you can

Pro-actively seek what work you can do to reduce your managers' workload.

Try to conduct tasks autonomously by researching on the internet, or asking suppliers

Enjoy finding ways to further improve office efficiency

Skills and personal qualities

- Prioritisation skills
- An ability to juggle multiple-tasks concurrently
- Spreadsheet (Excel) skills, preferably advanced
- General office IT skills - Microsoft Word and Powerpoint
- Preferably wider productivity tool skills too - Google sheets etc.
- Sage or other accounting skills beneficial
- Have some technical, practical and scientific knowledge and ability
- Be able to produce clear, concise reports
- Be accurate and pay attention to detail
- Be able to work within deadlines and budgets
- Identify and refine processes to help simplify, whilst raising standards

Responsibilities

- Working to fully understand your assignments
- Working closely with designers and managers to keep on top of projects
- Project planning
- Working on projects with large Bills of Materials
 - Helping prepare requests for quotes, comparing suppliers and quotes, clarifying and seeking missing information from suppliers, preparing purchase orders, chasing suppliers, logging receipt and condition of received parts
- Monitoring status of projects
 - Have all request been placed, and all quotes received, are all parts on order, managing coordinated timings for receiving parts, ensuring all parts are on track to arrive on time.
- Project finances
 - Building a fully costed Bill of Materials for projects of changing maturity
 - Keeping track of estimates and quotes
 - Keeping track of supplier payments
 - Managing multiple product configurations
- Sourcing, researching and buying components
- Provide status updates internally and to clients
- Excellent command of English, both written and spoken
- Keeping IT organised - with files kept in designated or organised systems, avoid bloating of data, adopt good revision control and management.
- Take care of standard issue equipment such as your laptop
- General housekeeping of the office - keeping stock organised and tidy keeping work areas organised and tidy, buying supplies
- Respect clients' wishes for discretion with sensitive information when required

Support during your work

Our company produce complex products with multiple components. You are not expected to know everything about the products and their manufacturing processes. Producing products requires everything to go right, and we are experts in ensuring nothing goes wrong, so you will be fully supported. Over time, as your knowledge builds you will foresee issues before we do - and we will be grateful for that support!

You will be fully supported by your managers at each step of the way, until you feel comfortable running with certain tasks.

Whenever you feel unsure, or out of your depth you are encouraged to ask for support. If stuck you may have to stop and revert to 'slower time' tasks until a manager can assist.

Support is also available for non work related issues. Our aim is for you to thoroughly enjoy your experience working at Invizio, and grow your skills as a project manager.

Remuneration

- Good, depends on experience and hours
- depends on hours

Working hours

Working hours are negotiable. Probably 9:30am to 3:00pm five days a week, but can be adapted to favour your needs. A regular presence is required, and there is at least 20hours of work on offer per week.

Working environment

The majority of the time will be desk based in the head office (Malvern Hills Science Park) You will be provided with a laptop, from which most of your work will be conducted.

Dress code is casual and comfortable. On rare occasions slightly smarter attire may be required for some meetings.

You may want to bring in a packed lunch, or buy lunch from the wonderful subsidised cafe just downstairs at the Science Park.