

Role: Business Support Manager

Location: London based

Salary: £35,000 to £45,000 per annum, pro rata (dependent on experience)

Package: Flexible leave, Pension, Life insurance, flexible working

Working Hours: Part time – 3 days per week

- Do you have experience in an office management role?
- Are you committed to delivering excellent service?
- Are you an excellent administrator with strong organisational skills?
- Do you want to do all this in a highly flexible working environment including the opportunity to occasionally work from home?

If yes, we'd love to hear from you.

We have an exciting opportunity for a proactive and customer orientated candidate to lead our office management activities as Business Support Manager.

The successful candidate will be a proactive team player with strong interpersonal and communication skills, who is also capable of working alone and using their own initiative. We're looking for a results-focused person who is also well suited to working closely with the HR team.

Business Support is a critical function, and it underpins all we do. The Business Support Manager is key in setting the agenda for our business support function, developing effective processes to support the business as well as the opportunity to get involved in exciting new HR projects.

This is a part-time role reporting to the HR Director and is based in our London Kentish Town office, with the option to work from home 1-2 days per week after the initial induction period.

As the Business Support Manager, you will:

- Manage the smooth running of the office, ordering office supplies and develop, implement and maintain effective business support processes.
- Provide office supplier support including onboarding of new suppliers
- Work closely with onsite facilities management and manage post
- Co-ordinate monthly Company updates
- Organise all staff Company events
- Managing "Ergofy" - our DSE assessment dashboard
- Raise Business Support purchase orders
- Manage expend card for business support purchases and forward invoices to Finance for processing.
- Manage call switchboard & email ticketing system
- Compile and prepare reports, and correspondence
- Capture and report company KPI's on a weekly and monthly basis
- Proofreading documents, presentations & outbound communications
- Supporting HR Administration and projects
- Prepare, coordinate and assist with meetings, capturing key information and taking minutes where required
- Maintain and update Company intranet
- Support HR with employee onboarding including ordering security fobs for new joiners as needed

About you

We are looking for an individual that:

- Has relevant knowledge and previous experience in a similar role in order to lead the function with respect and credibility.
- Is approachable and enjoys working independently/autonomously with business support duties and working closely on projects with a small HR team.
- Has a "how can I help you?" approach and is proactive in seeking out ways to support our business.
- Has strong organisational skills and is an excellent administrator
- Takes ownership of tasks and will do what needs to be done, will be flexible and adapt to different ways of doing things.
- Can communicate effectively and professionally with all business teams and with external clients.
- Has great listening skills to clearly understand what is required in any given task.
- Has excellent oral and written communication skills with an exceptional telephone manner.
- Is competent using MS Office programmes
- Has great attention to detail and proofreading skills
- Has the ability to work to deadlines, prioritise, and multitask in a fast-paced working environment
- Has good project management and presentation skills.
- Acts with discretion and trustworthiness and always maintains confidentiality.
- Is always looking for areas of improvement
- Has a strong sense of integrity
- Acts with tact and diplomacy
- Is resourceful and uses their initiative to proactively make things happen.

What can we offer you?

- Flexibility - hybrid working gives you the choice to work from home 1-2 days per week
- Fantastic London location in a bright, airy and modern office
- Interesting and varied work - supporting our teams during our exciting period of growth
- 25+8 days paid holiday plus flexible annual leave
- Company pension
- Life insurance
- Opportunities for learning and development - we'll support you to grow your skills, knowledge and your career
- Wellbeing support
- Personal support helplines and counselling

Corndel is committed to building a brilliant team that is inclusive in its culture, and values diversity so that we can best serve the needs of the learners and clients that we support. We strive for equality of opportunity in all that we do and actively encourage applicants from all groups and backgrounds to apply for this role.

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