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| Job Title: | Office Manager |
| Reports to job title: | Head of Operations |
| Department | Operations |
| Location: | Edinburgh |
| Salary: | £28,000-£30,000 Dependant on skills and experience |

About Us

The UK Agri-Tech Centre is a new organisation launched on 1 April 2024 and created from three of the original Agri-Tech centres.

Utilising our UK-wide assets, world-class facilities and expertise, our new organisation is a gateway for funding programmes, such as the Farming Innovation Programme and Horizon Europe, and provides benefits to the whole supply chain, the UK economy and beyond.

We offer a complete life cycle of support, driving Agri-Tech innovation and adoption through world-class facilities, expert knowledge and business support accelerating progress.

We strengthen the connections between science, business, and funders to accelerate research and development tackling the industry's most critical challenges such as climate change, labour availability, disease mitigation and environmental sustainability.

Job Purpose

You will provide office management for our hub as well as virtual office management for several of our smaller offices across the UK. As the Office Manager, you will work closely with the UK Agri-Tech Centre IT team, providing administrative assistance.

Main Duties

Office Management:

- Maintain a well-organised and efficient office environment.
- Coordinate office supplies, equipment, and facilities maintenance.
- Manage office schedules, appointments, and conference room bookings.
- Arrange hospitality for visitors and prepare the office for external meetings.
- Ensure a welcoming and professional reception for visitors and colleagues.
- Manage the York Hub (office) budget.
- H&S management, in line with the UK Agri-Tech Centre H&S team guidance.
- Management of post and courier services.

Office Management (Virtual):

- Work with other hubs to provide office/soft facilities management for several offices across the UK that are attached to our Capabilities.

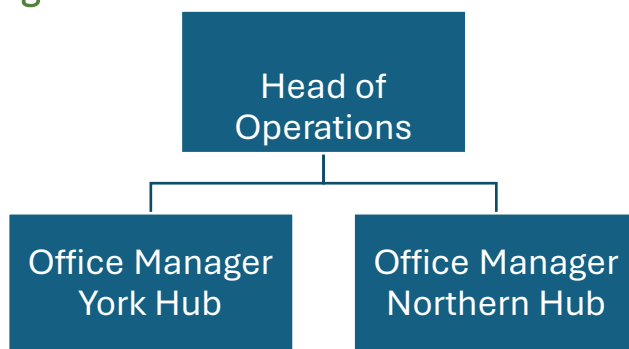
Health & Safety Support:

- Provide adhoc admin support to the H&S Manager and Coordinator

Administrative Support:

- Support the Head of Operations, and the wider Operations Team as and when necessary.
- Handle phone calls, emails, and correspondence efficiently, as well as being the first point of contact for external enquiries relating to the York Hub.
- Maintain and update company records, databases and filing systems.
- Assist colleagues with travel and logistic plans when visiting the York Hub.

Organisation Chart



Qualifications, Skills and Experience

- A minimum of 2 years' experience in an Office Manager position.
- Experienced in using the Microsoft Office Suite.
- A willingness to learn and to continuously develop.
- Exceptional team player.
- An eagerness to help troubleshoot and problem solve.
- An organised mindset and the ability to cope with multiple tasks simultaneously and at times under pressure.

Additional Information

To apply please follow this [link](#) and complete a short registration on our internal recruitment site. Contact lana.salomatina@ukagritechcentre.com in case of any questions.