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<b>Job Title:</b>	Office Manager
<b>Reports to job title:</b>	Senior Office Manager
<b>Department</b>	Operations
<b>Location:</b>	York Hub
<b>Salary:</b>	£27,000-£29,000 Dependant on skills and experience

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## 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 it 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 to accelerate 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 the York 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 for this function.

## Main Duties

### Office Management (York Hub):

- 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
- Management of post and courier services

### Office Management (Virtual):

- Work with the Northern and Midlands Hub Office Managers to provide office/ soft facilities management for several offices across the UK that are attached to our Capabilities
- Provide virtual holiday cover for the Northern and Midlands Hub Office Managers and C-Suite Executive Assistant

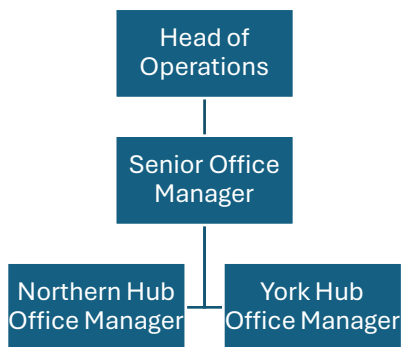
### IT Support:

- Provide administrative support to the IT team
- Manage the mobile phone accounts
- Process Purchase orders and assist in the IT procurement process
- Communicate and Coordinate the assignment of IT/Cybersecurity training sessions
- Manage the distribution and return of IT assets via couriers
- Assisting the IT team in the management of remote communications throughout the farm network

## 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 Northern Hub

## Organisation Chart



## Qualifications, Skills and Experience

- A minimum of 2 years' experience in an Office Manager position or similar
- Excellent administrative and organisational skills
- 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
- Strong relationship skills and a positive approach

## Additional Information

Office Based – York

## Application Process

- Please follow this [Link](#) to submit your application.
- Closing date is December 31, 2024