



Full Time Vacancy - Administration Manager

Prestige Furniture is looking for an exceptional individual to provide administration and general business support across all aspects of this thriving business. This is a dynamic role and could lead to further progression into a General Managers role dependent upon individuals performance.

The successful applicant will be:

- A strong leader.
- Commercial aware.
- Highly I.T. literate - Word, Excel, Outlook etc.
- Be able to take ownership of the role and be an excellent communicator.
- Have superb organisational & interpersonal skills.
- Be motivated & be a good motivator.
- Able to set up new systems & maintain existing systems.
- Previous experience in a similar role essential.

This role will report to the Managing Director.

Primary Functions

- Managing a busy office department.
- Supporting the MD to facilitate achievement of business plans and admin functions.
- To work with the Departmental Managers to ensure delivery of strategic operational goals.
- Implement and manage Health & Safety policy by liaising with outside professional bodies and distributing vital information to each Department.
- To manage the HR function - to include recruitment and training issues.
- Ensure productivity and efficiency targets are met.
- Supervising members of staff.

Secondary Functions

- Facilities Management - dealing with all facilities with regards to the offices and the business
- IT support - be able to manage faults and liaise with professionals to resolve problems.
- Provide operational support for the business.
- Chair and organise management meetings (as required).
- Overlook and advise on all paperwork for logistics, warehousing and sales.
- Be a point of contact for marketing initiatives/advertising campaigns.
- Assisting basic accounting i.e. petty cash, banking, invoicing etc.

Further Information

- Nr. Newton Abbot, South Devon
- £20k to £22k per annum
- Monday to Friday 0830 to 1730
- 42.5 hours per week
- Including Statutory Holidays the successful candidate will be entitled to 28 days paid holiday in each full Holiday Year.
- The successful candidate will be eligible to join the company PRP scheme.