

OFFICE MANAGER

Business function: Business Support

Closing date: 28 February 2019

Reports to: Finance Director

Start: From March 2019

Location: Near Tonbridge, Kent

Salary: £20,000 to £25,000 depending on experience

Terms: Permanent full time or part time. Flexible working considered.

TRULY FIBRE, TRULY FAST

We're expanding our team as we transform broadband in Kent and beyond. If you'd like to join us on our exciting journey, we'd love to hear from you. We are building our own fibre optic networks to homes and businesses using Fibre to the Premises (FTTP) technology – this means we can offer our customers the highest speed and highest quality broadband services in the country – guaranteed! The Trooli networks are modern, future-proof and fit for the digital age.

THE ROLE

We're a small company with a very exciting future. We are looking for an enthusiastic, self-motivated and extremely organised Office Manager to join our ever-expanding team, which will be relocating to brand new offices in early 2019. The ideal candidate will be able to prioritise various tasks and will be happy to get stuck in with an energetic, roll-up-your-sleeves attitude.

Responsibilities

- Assisting with setting up and organising the new office facilities ready for our move
- Managing the day-to-day office operations, such as document management, answering and filtering phone calls, booking travel and accommodation
- Managing the facilities maintenance and contracts, including repairs, cleaning, security, waste.
- Maintaining office supplies and stationery
- First point of contact for visitors to the office
- Managing our utilities service providers
- Recording office expenditures and filing expenses
- Organising internal and external meetings including reserving meeting space.

Your qualifications and experience

You will have office management experience and strong Microsoft Office skills.

Your skills and personal attributes

You must be an exceptional communicator who can build relationships with ease. You will also be driven, enthusiastic and possess a lot of initiative, as well as impeccable organisation skills.

Being a team player is very important as you will be working with people from all areas of the business. The business is fast-moving, so being a quick learner, as well as proactive and assertive to identify areas of improvement is vital.

Our values

- **Integrity:** be transparent and honest with our customers and with each other.
- **Passion:** be excited about what we do.
- **Develop:** Invest in each individual.
- **Continual improvement:** Work smarter, not harder.
- **Proactive:** take responsibility.
- **Teamwork:** support and collaboration.
- **Quality:** we do what we do well.

Trooli is a leading-edge technology company and as such we do not expect all our potential recruits to have experience in what we do. Don't worry, we are looking for highly motivated people who are excited by the prospect of a new challenge.

If you think you are the person we are looking for, please send your CV to careers@trooli.com prior to the closing date.