**JOB DESCRIPTION**

**Title:** Office Manager

**Remuneration:** Salary £28-£33k dependent on experience.

**Role:**

Gosling is a bespoke furniture design company based in London. Our focus on craftsmanship and longevity has earned us an international reputation for excellence. The furniture designs draw inspiration from classical lines and architectural styles and are crafted to become museum pieces of the future. Each commission is an intimate process, working closely with the client to ensure the designs reflect their needs and taste. Each piece of furniture is hand made in the UK to the most rigorous standards using the finest materials and traditional cabinet-making techniques.

An exceptional opportunity offering significant growth potential within an exciting and creative environment in a bespoke furniture design company in SW London.  This small company works on prestigious and innovative luxury design projects for an impressive list of private and commercial clients worldwide. The company seeks an experienced, enthusiastic, organised and capable individual to fill the role of office manager.

Responsibilities would include:

Office Administration

* Co-ordinate the day to day running of the office on all levels including maintaining all office and staff records, managing office supplies, maintaining equipment and facilities.
* Manage the company’s utilities, liaising with providers to solve any issues as quickly as possible with the least disruption to the office.
* Maintaining computer and physical files.
* Ensure the company’s CRM database, Act!, is always up to date.
* Handle all telephone enquiries and be first point of call for visitors to either the office or Sycamore house offering refreshments and a welcome atmosphere.
* Maintaining and editing the company website alongside the PR and Business Manager as required.
* Maintain the company’s digital and physical press archives.
* Maintain accounting and company archives.
* Sort all incoming mail and arrange all outgoing mail and manage courier bookings.
* Continue to review, refine and improve all processes.
* Provide additional support to team members as required.
* Organise and oversee all business travel arrangements for all Gosling employees.
* Assist with maintaining and managing the facilities at Sycamore House
* Maintain the archive of Tim Gosling’s personal collection of Art and Ephemera

Finance

* Paying invoices and other expenses; raising invoices and purchase orders for Gosling commissions, design fees and interior design purchases including antiques. Maintaining bank records, tracking customer billing and payments.
* Assisting the accountant in monthly reconciliations including credit card statements, office expenses and petty cash.

Project co-ordination

* Assist on project co-ordination including follow-up of orders, organising and checking deliveries and paying suppliers
* Maintaining Client cost management records
* Liaising with the clients where necessary

Cover for Emily

You will be expected to cover the Emily when she is on annual leave. Those duties include but not limited to:

* Maintain Tim Gosling’s diary in a forward thinking and proactive manner.
* Assist with all of Tim Gosling’s correspondence as required; this includes monitoring his emails and responding or redistributing messages as appropriate.
* Attend and assist with Gosling events when requested/required.
* Assist with personal errands from time to time
* Coordinate all travel arrangements and provide clear itineraries.

**Essential Skills:**

* Excellent level of organisation and discipline; paying attention to detail and able to manage and plan tasks effectively in collaboration with others, a proactive and self driven attitude.
* Excellent command of MS Office in particular Excel and Word is essential.  Experience in managing databases, spreadsheets and financial data. Knowledge of other software packages including web-related and social media would be an advantage.
* Ability to evaluate company’s procedures and suggest improvements to systems and operations maximising their efficiency and effectiveness.
* Excellent presentation, social ease and the ability to communication confidently with international clients, other designers, journalists and suppliers providing support as appropriate and reflecting positively on the company.
* Discretion on all company matters and all matters relating to Tim Gosling
* Team player, able to work closely with a small team of colleagues bringing an encouraging and a fun dynamic to the team.
* Able to handle occasional pressure and the demands and priorities of the role.
* Proven experience showing a high level of organisation, structure and responsibility.
* An understanding or a keen interest in the creative industry; a love of art, design or theatre would be an advantage.

For further information please contact:

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