

Executive Office Manager

Department: Functional

Reporting Structure: Reports to Director

Salary: £3,675/ £44,100

Location: Oldbury

Work hours: 9:00 - 17:00

Summary:

Proffer Solution Ltd is seeking a highly organized and proactive Executive Office Manager to join our dynamic Staffing and Recruiting team. In this pivotal role, you will be responsible for ensuring the smooth operation of the executive office while supporting the needs of our senior management team. Your role will encompass a variety of strategic and administrative duties, designed to enhance productivity and foster an effective work environment. You will be instrumental in managing schedules, organizing meetings, and coordinating communication between executives and various stakeholders. A successful candidate will possess exceptional organizational skills, strong attention to detail, and the ability to thrive in a fast-paced environment. You will play a crucial role in facilitating office processes, managing documentation, and aiding in the implementation of corporate policies and procedures. Furthermore, you will contribute to the overall growth and success of the organization by optimizing workflows and managing office resources efficiently. If you have a passion for supporting executive functions in a high-demand setting and a commitment to achieving excellence, we invite you to apply for this exciting opportunity.

Responsibilities:

- Strategic Planning: Align HR strategies with organizational goals.
- Talent Management: Oversee recruitment, onboarding, and training.
- Employee Relations: Resolve grievances and conflicts.
- Compliance and Policy: Ensure compliance with laws and establish HR policies.
- Leadership: Manage the HR team and budgets.
- Executive Collaboration: Partner with leaders on HR initiatives and transformations.

Skills:

- Strategic thinking and planning
- Strong leadership and people management
- Expertise in employment law and compliance
- Data-driven decision making
- Excellent communication and interpersonal skills
- Ability to manage change and support employees through it

Qualifications:

- ✓ Bachelor's degree Management, Human Resources, or a related field; a master's degree is a plus.
- ✓ Experienced in HR and recruitment marketing.