



MADE-BY, a European non-profit organisation, are seeking a highly skilled and professional **Office Manager/PA to CEO** to cover maternity leave of up to one year. The position will suit a team player with an outgoing and fun personality, with experience in a similar position who is looking for a new challenge in a young and vibrant organisation. This is a part time position working 32 hours per week, to start mid February.

**The Role:**

Full responsibility for the day-to-day management of the London office, including:

- Providing PA support to the CEO
- Supplies, equipment, diaries, book-keeping, filing, answering the telephone and message taking
- Insurance, team travel arrangements, organisation of meetings and minute taking
- Managing IT resources, support and database

Finance duties including:

- Processing and payment of all internal and external invoices, including team expenses
- Maintaining and updating finance spreadsheets

HR Administration including:

- Maintaining standard forms, records of annual leave and sickness, health & safety policies
- Co-ordination of set up for new starters and interns

To support the team on MADE-BY promotional activities including:

- Trade shows, press launches and in-store events

May be required to work additional hours in order to ensure that role responsibilities are met.

**Profile:**

- At least 5 years solid experience in secretarial/admin roles with relevant qualifications
- A methodical, flexible, thorough approach, the ability to multi-task and work independently
- SAGE expertise, with Microsoft Outlook knowledge
- Excellent communication skills, (verbal and written) with superb client liaison skills
- Organised and tidy with strong attention to detail
- Highly presentable
- Qualification Level: Degree

**Offer:**

A commitment to supporting you to develop your potential, a cosmopolitan working environment based in the centre of London, an opportunity to contribute to a quickly growing organisation at the forefront of fashion and sustainability. Salary in line with market expectations + pension scheme and 25 days annual leave pro rata.

**Interested?**

Please forward your CV and covering letter addressing the essential job requirements to: [francesca.mangano@made-by.org](mailto:francesca.mangano@made-by.org) 4th Floor, 28 Mortimer Street, London. W1W 7RD. [www.made-by.org](http://www.made-by.org)