



## JOB DESCRIPTION

Role Title:	<b>Office Administration Manager (Full or Part Time)</b>
Salary:	<b>£30K or Pro Rata</b>
Hours:	<b>Mon – Friday</b>
Location:	<b>Bellahouston Business Centre, 423 Paisley Rd W, Glasgow G51 1PZ</b>
Reports to:	<b>Chief Executive Officer</b>

### About

Exciting opportunity in high growth software & marketing company.

Frog is a new web platform, focused on the wellbeing of UK citizens and communities by uniquely grouping people 'Geographically'. It is envisaged that Frog will become recognised as the Go To Community Platform for people seeking local information.

Frog is in the process of building a team to help deliver its aims and objectives and is currently seeking an experienced Office Manager to help shape our administration infrastructure.

### Main Purpose of the Role

You will control payroll, insurance, general admin, telephone, travel, basic book-keeping on behalf of the company. You will support the trading activities of Frog Systems, through competent and enthusiastic administrative support to the organisation, demonstrating a passion for Frog and its long-term objectives.

### Principal Duties & Responsibilities

- Manage and organise directors' diaries and oversee day to day running of the offices.
- Deal with all correspondence of incoming and outgoing mail including email, phone and post.
- Effectively manage administration function and assist in the development of Company Administration Procedures.
- Main point of contact for general enquiries internally and externally, and all site visitors.
- Oversee management of consumables for office.
- Liaise and assist with organisation of man power planning
- Communicate and collaborate with internal staff to ensure a consistent, "joined-up" approach across the business.
- General day to day book keeping

### Experience

- Educated to a high standard, with significant proven experience working within a fast-paced administration environment.



- Must have experience of running a busy office and be comfortable communicating at all levels, both internally and externally.
- Experience working and managing resources in a matrix environment with strong influence management skills

### Skills

- Ability to problem solve and critically think through issues
- Proven track record of influencing and relationship building skills that inspire trust and credibility between key stakeholders.
- Strong interpersonal and communication skills to facilitate collaborations.
- Strong analytical skills
- Proactive, positive and target driven

### Other Factors

- Microsoft Office
- Position can be offered on a part time basis to the right candidate

### Personal Qualities

- Proactive self-starter.
- Passionate and enthusiastic
- Upbeat personality and ability to cope with pressure
- Methodical and Analytical in approach to work
- Excellent time management
- Exceptionally good at relationship building and working with others.
- Excellent communication skills