



Office Manager - Job Description.

Caroline Riddell is an Interior Designer (recognised by House and Gardens magazine as one of the UK's Top 100 designers).

We are seeking a pro-active Office manager to work in our small, but very busy west London office. Below is a description the activities currently assumed by the Office Manager.

- Acting as the primary point of contact whilst in the office – answering calls and greeting guests etc.
- Emails to office : read and respond or discuss with director and design team.
- Ensuring new client correspondence is dealt with efficiently
- Alongside the director, ensure new queries are handled correctly with the correct information distributed.
- Assisting the company director in drafting Fee proposals for clients.
- Drafting terms of business / business contract for client for approval and signature.
- Knowledge of uploading and sending high resolution images via file sharing systems e.g Dropbox, We transfer etc would be an advantage.
- Able to manipulate, copy and transfer images as above.
- Maintain and regularly update project folders to include plans and ensure the correct plans are always referred to. Both paper and electronic.
- Maintain client correspondence.
- Document and maintain client records.
- Ensure outworkers are given correct information as required and directed by the design team.
- Relaying relevant finance figures to Accounts for processing/ set up repeating payments via accounts software.
- Maintain customer records – paper & electronic.
- Ensure Accounts send out monthly statements for each client account on how funds are being spent.
- Keep accounts aware of any cost implications on a client by client basis.
- Keep time sheets and expenses to be re charged to the client.
- Ad hoc duties as directed by the Director.

Skills required :

Excellent communication skills both verbal and written.

Knowledge of : Word, Excel, Outlook.

A knowledge of basic accounting software would be an advantage but not essential.

Please send your C.V with a covering letter to : info@carolineriddellinteriors.co.uk

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