



Job Description

Office Manager

Date February 2024
Validated by James Hope



| Job Title | |
|-------------------|---------------|
| Office Manager | |
| Location | Jersey |
| Reports to | James Hope |
| Employment Status | Reduced Hours |
| Hours per week | 15 |

Job Summary

Logiq is an IT consultancy firm focused on delivering IT solutions to help other businesses grow. With a collaborative and inclusive approach, along with many years of experience in all aspects of infrastructure, we pride ourselves on forward-thinking and innovative solutions, which is why each member of the team at Logiq is committed to providing a first-class service to its clients.

The Office Manager will be responsible for the day-to-day operations of Logiq, not only co-ordinating all aspects of our business to ensure efficiency, profitability, and sustainable growth, but to also ensure the smooth functioning of administrative processes, facilitate effective communication within the office, and support various functions as needed.

Key Responsibilities

The key responsibilities of this role include:-

Financial Management

- Manage Daily and Monthly cashflow projections
- Record financial transactions accurately in ledgers, journals, and Xero accounting system
- Manage accounts payable and accounts receivable, including issuing invoices and processing payments
- Track expenses, receipts, and other financial documents to ensure completeness and accuracy
- Reconcile bank statements and other financial accounts to ensure accuracy and identify discrepancies
- Provide accurate and timely financial information to support decision-making and strategic planning
- Prepare annual budgets and forecasts by providing historical financial data and insights
- Assist company Accountant (external) in the preparation of Financial Statements / GST returns

Governance

- Develop and implement office policies and procedures to ensure compliance with the relevant laws, regulations, and industry standards
- Regularly review and update existing policies to reflect changes in regulations or organisational needs



- Maintain any relevant registers, for example, Directorships
- Ensure statutory renewals and insurances are renewed on a timely basis

Human Resources

- Assist with onboarding new employees, including paperwork, orientation, and office setup
- Maintain employee records and databases, including employee files, contract and legal documents ensuring accuracy and confidentiality
- Coordinate employee events, meetings, and training sessions as required
- Support HR processes such as recruitment, performance evaluations, employee benefits administration, and annual compensation reviews
- Manage the monthly payroll process, including CER, Social Security and ITIS
- Manage the planning and organisation of team social events

Marketing

- Maintain the company's online presence through website updates and social media management
- Assist with the content creation for digital platforms
- Ensure that marketing collateral adheres to brand guidelines and accurately reflects Logiq's products, services and messaging
- Manage the planning and organisation of company events and client events

Administrative Support

- Manage office supplies inventory and procurement, ensuring adequate stock levels
- Coordinate office maintenance and repairs, liaising with vendors and service providers
- Assist with scheduling meetings, appointments, and travel arrangements when needed
- Liaise with vendors, suppliers, and service providers to negotiate contracts, obtain quotes, and coordinate services
- Timesheet monitoring on client time

Job Skills & Qualification Requirements

Essential requirements:-

- Proven experience in office management / senior administration role
- Excellent communication and interpersonal skills
- Strong organizational and time-management skill
- Excellent attention to detail and accuracy

Desired requirements:-

- Knowledge of HR processes



Technical Skills & Experience Requirements

Essential requirements:-

- Proficiency in MS Office (Word, Excel, Outlook)
- Financial acumen and experience in budgeting, forecasting, bookkeeping

Desired requirements:-

- Experience with Xero
- Experience with Offshore Payroll

Salary & Benefits

At Logiq, our aim is to provide a fulfilling career which starts with a competitive salary and benefits package.

We also know how important other aspects of our work life and environment are, which is why we also actively promote a good work / life blend, an active social life, training & development opportunities, flexible working, amongst a team of like-minded individuals to name just a few!

Employer

Sign name

Print name

Date

Employee

Sign name

Print name

Date

Please note that the duties and responsibilities outlined in this Job Description are not a comprehensive list and that additional tasks may be assigned to the Employee from time to time. Likewise, the scope of the job may change as necessitated by business demands.