

Office Manager Job Specifications:

Mayflower London are experts in home automation systems, including home cinema, mood lighting, office lighting and security systems. We are currently based in St Johns Wood, London but are quickly expanding our offices internationally to destinations such as the UAE.

Our team at Mayflower London are looking for a hard-working and experienced office manager to join our fast-paced team. We are looking for a trustworthy individual to sit at the heart of our company and to assist with various responsibilities in order to ensure the smooth running of our business by organising the team, information and sales leads. You'll ensure that office equipment is maintained to the appropriate quality and quantity, relevant records are up to date and all administrative processes work effectively. As our office manager, you will also be in charge of purchasing.

A successful individual will:

Have preferably had prior office experience

Have a minimum of 2 years Sales experience

Ability to use spreadsheets and construct basic proposals, guidance can be given when necessary

Be highly Organised

Be well-spoken with good telephone manners

Be able to liaise with engineers and subcontractors in planning

Holding a drivers license would be ideal

If you have previous experience in a similar role, are passionate and driven, and are interested in working in a friendly and fast-paced environment then please send your CV and covering letter to (.....).