

Catalyze Ltd
1 The Old Dairy
Bunstead Barns
Poles Lane
Hursley
Hampshire
SO21 2LL
UK

Job Specification June 2007

Title: Office Manager

Job Type: Permanent

We are seeking a dynamic individual to join our team in September 2007.

Catalyze works with private companies and government bodies to help them make complex decisions and develop commitment to the way forward. We work with organisations all over the world, helping them to evaluate options and choose portfolios by providing consulting services, training and software products.

Your role will be varied and span all functions of the company. You will work closely with the directors and employees to ensure smooth and efficient operation of the day-to-day business. Your responsibilities will include:

- Improving internal processes
- Time and expense tracking
- Management reporting
- Day-to-day bookkeeping such as client billing, payroll and managing cash flow
- Purchasing and supplier management
- Health and safety
- Dealing with customer enquiries and orders
- Event management
- Management of our customer relationship management (CRM) system

Training on our systems will be provided so no specific experience is necessary, although the successful candidate will have a keen interest in all aspects of running a business. We'll provide you with on-the-job training to gain a deeper understanding of our products and services, and will encourage you to choose your own career path.

We are looking for someone with:

- Self-motivation
- Enthusiasm
- Team spirit
- A flexible approach to work
- Excellent communication skills
- Numeric skills
- Diplomacy
- Attention to detail

Remuneration is dependent on experience.

Please send a CV and cover letter to careers@catalyze.co.uk.