



### Office Manager (part-time)

We are UnderTheDoormat! We meet the growing demand for managed accommodation in the sharing economy. We provide guests with a genuine local experience while they stay in distinctive, high-quality homes and offer homeowners a hassle-free way to earn extra income while they are away. In the two years since inception we have proven our concept, grown the business and put in place the foundations to scale up in London. We have also just closed our crowdfunding round with Seedrs raising over 220%!

We are looking for bright and ambitious people to help continue to grow the business. Applicants should be adaptable, flexible and proactive in developing their own skills and capabilities. We celebrate leaders at every level of the business who demonstrate independence in their work while contributing to the culture and broader environment of the UnderTheDoormat team.

We're looking for an organised and enthusiastic part-time office manager to help the administration of our business run smoothly and efficiently, and to enable the whole Under The Doormat team to deliver their objectives.

#### **About this role:**

Part-time position In a pattern to be agreed  
Generous holiday and company benefits, including pension and access to share scheme

#### **What you'll be doing:**

Your role will be based in our offices in Southside, Wandsworth. You will be dedicated to helping with the smooth running of administration, house-keeping and organisation for the company. You will be at the centre of the office, liaising and working closely with the whole team. You'll also provide direct support to the CEO when necessary.

#### **Responsibilities:**

- Use a range of office software, including email, spreadsheets and databases to ensure the efficient running of the office
- Manage online and paper filing systems, including shared drives
- Develop and implement new administrative systems, such as record management, where necessary
- Keep up to date records of key policies e.g insurance, Health and Safety
- Record office expenditure and manage the budget
- Answer phone calls for the office and monitor joint inboxes of public enquiries
- Organise and induct new starters, including setting up e-mail addresses and arranging for building access
- Welcome and greet guests and arrange meetings with outside stakeholders
- Manage the office health and safety, housekeeping and administration (such as contract renewal) and office equipment
- Process expenses and invoices
- Contact suppliers, order stock and take deliveries
  
- When necessary, assist with marketing activity such as preparing and ordering and delivering flyers
- Supporting the CEO with her diary, meetings and paperwork when required
- Liaise with HR manager, payroll provider and bookkeeper on processes, record-keeping and planning cycles

#### **What we are looking for:**



- You have experience in administration, office management or a similar role
- You're extremely organised, and your enthusiasm for this enables other people to follow your lead
- You always see tasks through to the end and you love to focus on the detail
- You're a great communicator and authentic in your working style
- You proactively evaluate the effectiveness of new processes and make changes when needed
- You're not afraid when something goes wrong, and learn from failures to make things better next time
- You're a people person. You thrive on working with others and love building personal connections to support the office as needed
- You're able to balance a number of tasks and prioritise effectively
- You're empathetic but can remain calm under pressure
- You have a positive mental attitude, high energy, high integrity, strong work ethic, enthusiasm, sense of humour, and a commitment to our purpose
- You're able to work effectively in a part-time working pattern, and have a commitment to doing the best job you can in the time available
- You have a passion for what Under The Doormat is trying to achieve - and an ability and enthusiasm to be an informal ambassador in your own personal networks

**Additional amazingness (not all required):**

- Experience of marketing (both in networking in person, and digital marketing)
- Passionate about the sharing economy, and user of sharing economy services
- Experience working in a small company to drive efficiencies and support company's aims