

Office Manager

Job Summary

ixRM Ltd is an award winning and rapidly growing Dynamics 365 consultancy based in Morley, Leeds looking to appoint a driven Office Manager to undertake administrative and operational functions.

Company Description

ixRM Ltd is a Microsoft Partner specialising in the implementation of Microsoft Dynamics 365 for Customer Engagement (CRM). We have a strong focus on helping businesses work smarter and more effectively. We pride ourselves on being a new breed of consultancy with the customer's needs at the heart of everything we do. We believe in team work, hard work, fairness and honesty. We are committed to working with the local community whether that is through our pro bono services for charities or developing local talent through training and hands on experience.

Job Description

We are looking for an experienced and self-motivated Office Manager to provide operational support to the Directors and Consultants.

Responsibilities and Duties

- Managing the sales ledger, invoicing clients and credit control
- Database management / maintenance
- Purchasing and stock control
- Answering the telephone and screening calls for consultants, managers and directors
- Front of house responsibilities (reception, greeting clients, directing candidates to interviews)
- Appointment booking / diary management for directors, sales team and consultants
- Producing accurate sales activity and pipeline reports for managers and directors
- Document internal processes and procedures to support the business towards attaining ISO accreditation
- Producing internal and customer facing documentation
- Personnel responsibilities (health & safety, time-keeping, holiday calendar, social events, charity engagement etc)

Qualifications and Skills

We are looking for someone with a can-do attitude who displays professionalism at all times with a focus on delivering excellent service to clients. An experienced individual who can help drive continuous improvement and operational excellence throughout the business.

Applicants will ideally have a minimum of five years' administration or PA experience in a fast-paced office environment and the ability to demonstrate:

- Proven proficiency in the use of Microsoft Office packages (Outlook, Word, Excel, PowerPoint)
- First class literacy and numeracy skills

- Previous experience of using and maintaining CRM databases
- Fastidious attention to detail
- Logical and pragmatic problem solving skills
- Excellent written and verbal communication skills
- A professional and articulate interpersonal style and telephone manner
- Enjoy working collaboratively as part of a team
- Self-motivated with a commitment to exceeding customer expectations and ability to work on your own initiative

Benefits

Be part of a friendly and supportive team committed to growing an already great business

Work for a business that gives back to the local community

Competitive salary subject to experience

Pension scheme

Simply Health membership

ixRM is open to considering applications from candidates looking for part time or flexible working hours