

Candidate Brief

Office Manager / Chief of Staff

Salary: Competitive (*£20,000 to £30,000 depending on qualifications and experience*)

Location: Leeds City Centre, UK

Contact: Sophie McKee (Creative Director)

info@slingshotsimulations.co.uk

Closing Date: Sunday 13th June 23:59

Applicant Day: TBC

Summary

Slingshot Simulations is looking for an energetic and passionate Chief of Staff to play a vital role in developing and managing our culture and growing office as we scale-up. You will liaise closely with all members of the team including technical, creative, and company leadership, as well as clients.

You will be responsible for general office management, HR administration and PA duties to the C-suite team, as well as supporting day-to-day business activities.

Slingshot is a start-up based in the heart of Leeds, in the brand-new state-of-the-art Nexus innovation centre within 15-minute walk from the city centre. You will be part of a team that will deliver the world's first Internet of Simulation platform.

Slingshot Simulations is growing rapidly and is working with organisations such as the Royal Academy of Engineering, several universities (including the University of Leeds), local authorities, as well as commercial partners. Ask any member of the Slingshot team what life is like and we will tell you it is never dull; we're always working on the impossible and having fun as we do so.

What does this role entail...?

This role forms a critical part of Slingshot's scaling up process from 15 staff to 30+ in the next 2-3 years. You will be at the heart of the office to participate in, and encourage, a positive buzz on a day-to-day basis whilst helping the C-suite team to keep things running smoothly and level up the administrative professionalism.

A positive, diverse and inclusive culture is paramount at Slingshot so we are looking for someone who will be at the forefront of this ethos and looking for ways to boost morale within and team and ensure that everyone has their voice heard and any issues are resolved mindfully and quickly.

As the company grows, we see the opportunity for this role to develop alongside it.

Key Responsibilities

- Office Management
- Purchasing office equipment and collateral
- Liaising with the office building team (Nexus)
- Keeping the office organised, tidy, and in-line with Health and Safety regulations
- Managing the staff training site
- Collecting and Filing post
- HR Administration
- On-boarding new staff
- Keeping the HR files up to date
- Working with the executive team to implement new policies and update the company Handbook
- PA Duties to C-Suite
- CEO & COO: Managing outlook calendars inboxes at their discretion
- Minor bookkeeping duties on Xero with the assistance of CFO
- Managing the Slingshot info mailbox
- Other Business Activities
- Organising team building activities (e.g. meals or days out)

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the post.

Preferred Skills and Experience:

- Office Management and/or PA experience
- Strong communication skills

- Must be able to work independently while using discretion
- Discreet and able to handle confidential information appropriately with high level of integrity
- High level of attention to detail and effective organisation skills
- Willing to work in a fast-paced team
- The ability to organise and manage others within a team, effectively communicating organisational goals and ensuring their effective delivery
- Confidence and able to interact with employees at all levels of an organization
- Experience pro-actively managing multiple deadlines and resources

You might also have experience in one or more of the following areas:

- Experience with business management software such as:
 - SharePoint
 - Xero
- Basic bookkeeping experience
- Event Management experience