



UK REAL ESTATE

YOUR PARTNER, DELIVERING REMARKABLE REAL ESTATE PERFORMANCE



APAM

ASSISTANT OFFICE MANAGER

COMPANY: APAM Ltd

LOCATION: London

REPORTS TO: Office Manager

TYPE OF VACANCY: Permanent

TIME/PART TIME: Full Time

BUILD A CAREER WITH APAM – CONNECT, GROW AND CREATE VALUE

ABOUT US

APAM delivers tailored solutions that drive remarkable real estate outcomes for our partners. Our fully integrated team of 55, based in London and Manchester, provide services for every stage of the real estate cycle, across a diverse range of sectors.

Over the last decade, we have delivered successful real estate solutions for £4B worth of real estate across the UK, working with global institutional and private investors, private equity groups, local authorities and stakeholders, as well as lending banks, special servicers and other debt providers.

ABOUT YOU

You're energetic and collaborative, someone who does not accept things as they are 'supposed to be', or 'have been' done. APAM is an original. We are market leaders and not followers. Together, we'll create innovative solutions aligned with our clients' objectives and needs.

WHY APAM?

- Dynamic, challenging and interesting work
- Personal development and training opportunities
- Friendly, professional, and collaborative work environment
- Part of the Catella Group – network extends across Europe
- WorkWell programme (wellbeing, charitable and engagement initiatives)
- Reward and Recognition Programme
- Fosters diversity and inclusion
- ESG framework and Responsible Investment process

ABOUT THE ROLE

We are looking for an Assistant to be responsible for the day-to-day support of our London Head Office, team assistance to the Operations Management Team and with an interest in Office IT to join our fast paced, dynamic and friendly team.

Working collaboratively with Operations Management and Facilities Management, the Assistant Office Manager will organise and coordinate office administration and procedures, in order to ensure organisational effectiveness, efficiency, and safety.

The successful Assistant Office Manager is an energetic professional who enjoys wearing multiple hats. Experienced in handling a wide range of office duties and support-related tasks and able to work independently with little supervision. The role requires you to be well organised, flexible and to enjoy the administrative challenges of supporting an office of diverse people.

KEY RESPONSIBILITIES:

The role is broad, 100% office based, and you will be required to adapt to deal with office and operational issues.

London Head Office Assistance

- Day to day responsibility for London Head Office environment - office maintenance, post, office supplies, equipment (including IT equipment and IT meeting room set up), invoicing and office errands - Monitor and maintain office supplies
- Organise office operations and procedures including working alongside HR to maintain adherence to office policies as necessary (including COVID policies, health and safety policies and new starter inductions)
- Coordinate/Manage all IT office equipment including the telephone, printer and business mobile phone systems and contracts. Ensure office efficiency is maintained by carrying out planning of equipment procurement and office systems
- Provide reception lunch, end of day and holiday cover including general support to visitors
- Oversight of London switchboard
- Understand and manage office budgets
- Manage relationships with vendors, service providers, and landlord, ensuring that all items are invoiced and paid on time. Manage contract and price negotiations.
- Ensure filing systems are maintained and current – responsible for company archiving
- Maintain safe, secure and pleasant working environment
- Collaborate with and cover Manchester Team Assistant

Operations Team Assistance

- Provide general service and support to the Operations Management Team, including travel bookings, diary management and team cover
- Support IT projects when required and responsible for collating and maintaining administrative IT reports and procedures
- Support specific Events Planning, and Marketing initiatives

SPECIAL REQUIREMENTS (e.g. travel, unsocial hours)

- Normal Hours of work for this role are 5 days a week 9.00 am – 6:00 pm based in the Company's London office – please note we currently have special arrangements in place for working safely during the coronavirus outbreak.
- Must be flexible and able to work extended hours as likely necessary on occasion.
- May be required to travel both within the United Kingdom and abroad

SKILLS AND EXPERIENCE

Technical:

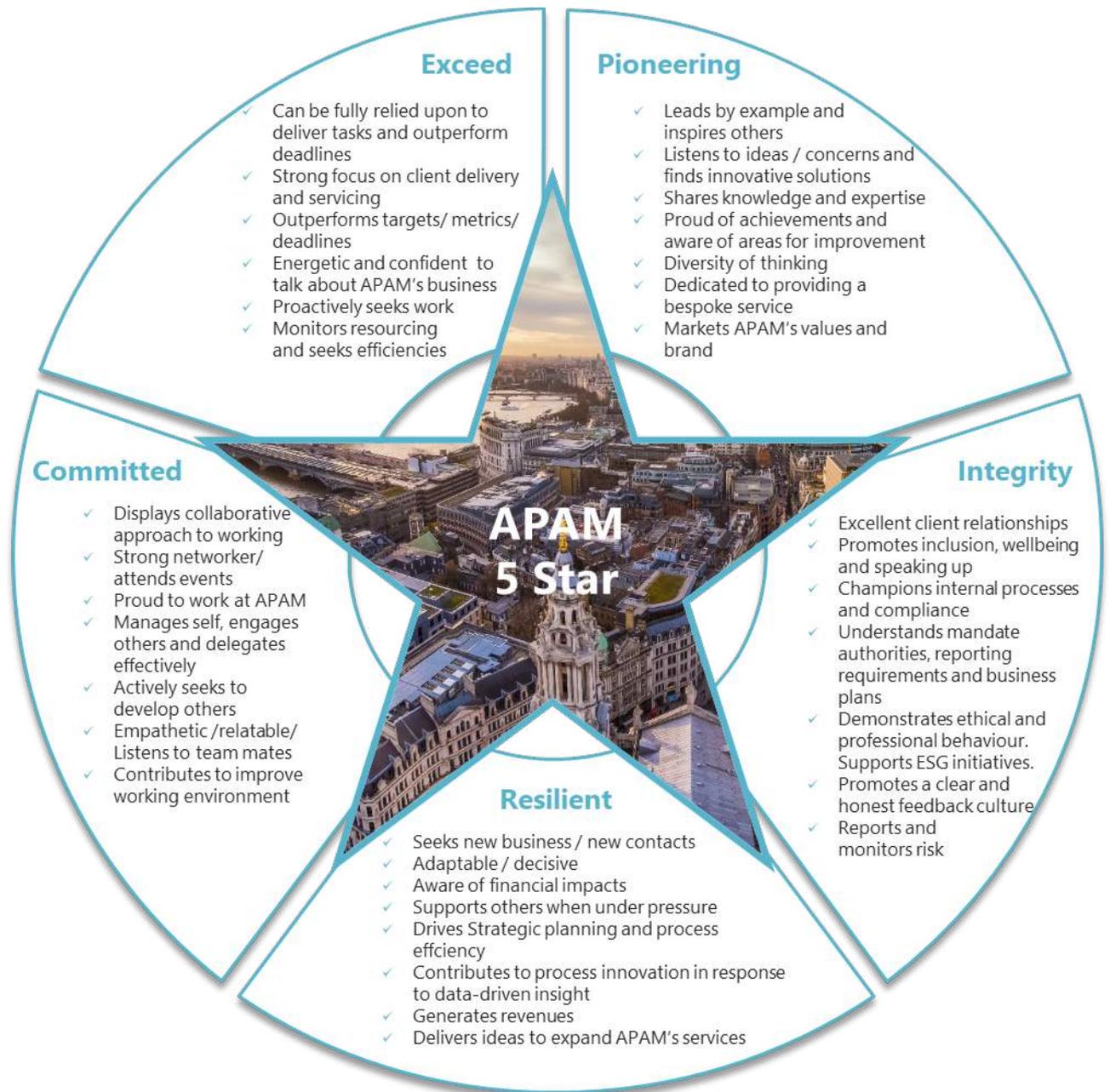
- Excellent time management skills and ability to multitask and prioritize work
- Proficient in Microsoft Office with good IT knowledge

Experience:

- Proven office management or office assistant experience – 2-3 years
- Knowledge of office management responsibilities, systems, and procedures
- Knowledge of business and management principles

KEY COMPETENCIES

We use our key competency framework to recruit and develop our team because we want to ensure our people have the ability to exceed expectations and make a real impact on the work we do.





APAM

APAM Ltd
london@apamuk.com |
manchester@apamuk.com |
www.apamuk.com