



People and Office Manager (FO501)

London, UK

About Flint

Flint Global is a fast-growing business advisory service, with an impressive portfolio of household name clients. We are based in London, with new offices just north of Oxford Circus. We have an office in Brussels and advisers in other European Capitals. We have some 30 consultants and plans for growth.

We are looking to move our systems and disciplines to the next stage of development to support our growth. We want to recruit **People and Office Manager** (part-time possible). The role will report to the COO and Head of Finance and Operations.

The right candidate will be comfortable with working in a fast moving, fluid environment and have the ability to manage colleagues. At the same time, they will bring rigour, discipline, an eye for detail and the will to work hard. The job will offer scope for development as the company grows.

Working to the operations and admin team, the jobholder will carry out the following responsibilities, for our London and Brussels offices:

People

- Overall responsibility for all staff and contractor relationships
- Manage holidays, benefits and staff records
- Manage recruitment processes as well as onboarding/offboarding
- Design and support delivery of training
- Manage company health scheme, pensions etc
- Manage staff review process
- Develop HR policies and maintain staff handbook
- Facilitate measures to improve staff welfare, morale etc.

Office

We are in serviced offices in London and Brussels, so the majority of day-to-day facilities matters are looked after by our service provider. Responsibilities will include:

- Help ensure smooth running of the office day-to-day
- Manage subscriptions
- Manage key policies, e.g. health and safety, data protection, GDPR, etc.
- Expenses management and processing

We are looking for someone with experience in carrying out this kind of role. The right candidate may have a relevant qualification, but the right experience and the right personality are more important.

We are open to discussion about salary and the terms of employment. This could be a part time role.



To Apply

To apply, please send a short letter setting out why you are qualified to do the job, your CV, and an indication of your salary expectations to Katherine Roberts (katherineroberts@flint-global.com).

Please also include the reference "FO501" in the subject line.

Please make your application by **Sunday, January 13th, 2019**.

We are looking to make the appointment quickly and for the chosen candidate to take up the role as soon as possible.