

## Deputy Office Manager

### Job Profile

<b>Location:</b>	114 Mount Street, London W1K 3AH
<b>Department:</b>	Provincial Offices of Jesuits in Britain
<b>Reporting to:</b>	Office Manager
<b>Status:</b>	Permanent position – 35 hours per week Office Hours 9.00 – 5.00
<b>Salary:</b>	From £29,000 per annum (depending on experience)
<b>Holiday:</b>	33 days per year including bank holidays
<b>Pension:</b>	5% employer contribution

### Background to the Jesuits

The Jesuits, also known as the Society of Jesus, are an international religious order of men within the Catholic Church. Founded in 1540 by St Ignatius of Loyola and nine companions, there are now over 17,000 Jesuits worldwide.

In Britain the Jesuits run 11 schools, 16 parishes, three spirituality centres, two university colleges, three university chaplaincies, and three volunteering missions. There are British branches of the international Jesuit Refugee Service and Jesuit Missions.

For more information on the history of the Order in Britain and the Jesuits in Britain today go to [www.jesuit.org.uk](http://www.jesuit.org.uk).

### Principal duties and responsibilities

- ◆ Preparing and submitting visa support letters with related documents and coordinating the application process
- ◆ To assist with the general maintenance and troubleshooting of a network of 25 computers with Microsoft Office 2016, Adobe Acrobat and InDesign
- ◆ To assist with the maintenance of IT servers and network to include Microsoft 365 Exchange, a private leased line including public and private WiFi access codes

- ◆ To assist with the coordination and compiling of an annual catalogue
- ◆ To assist with the organisation of two annual residential conferences
- ◆ Passing and monitoring of invoices
- ◆ Overseeing the purchase order system and reconciling credit card and other statements
- ◆ Performing and monitoring regular IT maintenance checks on network desktops e.g. antivirus scanning, PC data checks, Carepack details and warranties
- ◆ IT support and general internal troubleshooting
- ◆ Proof-reading of various material
- ◆ To produce and update staff Holiday and TOIL forms
- ◆ Print procurement
- ◆ Ad-hoc tasks such as information gathering as required
- ◆ Petty cash administration and monthly reconciliation
- ◆ Record keeping and collating information for annual reports
- ◆ To assist the office receptionist with:
  - occasional mail merging of letters and labels
  - bulk-mailing of publications and organising collections
  - updating mailing lists' spreadsheets, as required
  - maintaining electronic diaries
  - organising catering and coordinating staff social gatherings
  - organising on-premise conferences to include catering for delegates
- ◆ To act as cover for the office receptionist on a day-to-day basis as well as holiday/sick relief to include:
  - answering the switchboard between 9.00 a.m. and 5.00 p.m. and cover for lunch breaks
  - screening all incoming calls in an efficient and courteous manner and assisting callers and dealing with various enquiries
  - welcoming all visitors, including the offering and provision of refreshments
  - preparing for meetings, providing refreshments and tidying up on conclusion of meetings
  - Arranging international couriers for outgoing overseas packages
  - Stock taking, sourcing and purchasing of various office items
  - Shopping for kitchen supplies and occasional preparation of working lunches
  - franking of outgoing post
- ◆ Other ad-hoc tasks as required by the Office Manager

## Knowledge, skills & experience

- ◆ Knowledge of the Catholic Church and of the Society of Jesus desirable but not essential
- ◆ Experience of assisting with the management of an office
- ◆ Previous contract monitoring and negotiating for office equipment such as photocopiers, phones etc.
- ◆ Excellent working knowledge of Microsoft Office 2016
- ◆ IT skills to assist with general troubleshooting on a network of 25 computers
- ◆ It would be desirable, but not essential to have a working knowledge of:
  - IT network server maintenance, Microsoft Exchange 365 Administration, various software packages such as Sophos, licensing etc.
  - Access
  - Adobe In-Design
  - Electronic Document Management systems to assist with the day-to-day administration of our INVU system
  - Adobe interactive forms
  - Microsoft Outlook Administration

## Personal qualities

- ◆ Ability to work accurately with attention to detail
- ◆ Good communication skills both written and verbal
- ◆ Ability to prioritise workload and work under pressure
- ◆ Must be flexible in their approach to day-to-day demands
- ◆ Able to share and work as part of a small team
- ◆ Discretion

## How to apply

Please email your CV to [recruitment@jesuit.org.uk](mailto:recruitment@jesuit.org.uk).

Please also include a covering letter stating in about 500 words why you are interested in this position and how you meet our requirements.

*Only shortlisted candidates will be contacted.*

