

Office Manager

About Duku:

Established in 2013, Duku are a vibrant Product Design Consultancy based in the centre of Cheltenham. We provide a range of services to take a project from initial sketch, through to production, including prototyping, CAD (Computer Aided Design), electronic development and production management. We help start-ups and established businesses bring their product ideas to fruition.

For more information about Duku please visit: www.duku.co.uk

About the role:

We are looking for an Office Manager to join us up to 3 days a week to help manage the day-to-day tasks and keep the business running smoothly. The role will include;

- Taking phone calls and sales enquiries.
- Bookkeeping, including reconciling bank, invoicing, running reports, filing, chasing debtors.
- Ensuring timesheets and reporting are up to date.
- Setting up and organising client files.
- Post/ deliveries/ returns.
- Recycling / bin collections.
- Stock check – office, workshop, kitchen.
- Tidying office, keeping project boxes organised.
- Holidays and other HR tasks.
- Fire alarm tests, organising maintenance, building upkeep, PAT testing, health and safety compliance.

The role will also involve PA duties to the two Directors as well as opportunities to be involved in other areas of the business including HR, sales and marketing, project management and assisting staff with design projects by sourcing materials/ resources.

Training will be provided, however experience in office administration and bookkeeping, plus an ability to deliver excellent customer service are essential.

We are looking for someone that will fit into our team and enjoy the variety and creative atmosphere of our office. The role will suit someone who is adaptable, self-sufficient and uses their initiative on any given task.

- Salary £20 -22k pro rata- dependent on experience.
- Part time up to 3 days per week, or mornings/ afternoons. Flexible working hours are possible.
- Office located in central Cheltenham, parking available.

Requirements:

- Candidate must have accounts/ bookkeeping experience, preferably Xero or similar cloud-based accounts system.
- Experienced using Microsoft Office including Word, Excel & Outlook.
- Excellent customer service skills.
- 5x GCSE or equivalent A-C grades.

Please submit a CV by **31st May 2022** to: info@duku.co.uk marked **Office Manager**