

Position	Full-time Office Manager/PA
Location	Central Oxford Monday-Friday
Salary	Up to £35,000
Work pattern	Monday – Friday, 09.00am –17:30pm

Exec Recruitment Solutions is currently working on behalf of a well-established business located in Oxford City Centre. They are seeking a dynamic and proactive Office Manager/PA to join their team. Reporting directly to the business owner, the successful candidate will play a pivotal role in office administration, marketing, customer liaison, and business development, driving business growth.

This newly created role offers an exciting opportunity to shape the company's operations and marketing strategies while assisting with high-profile events and bookings during the busy summer season. The company operates in the tourism and hospitality sector, known for delivering exceptional boat trips and services to corporate, and private clients.

What will the role involve?

- Diary management.
- Processing bookings through internal systems.
- Managing phone and email communications.
- Ensuring seamless booking operations for events like weddings and corporate parties.
- Marketing and Business Development; Developing creative marketing campaigns to boost sales and visibility.
- Managing the company's social media presence and email campaigns using tools like Mailchimp.
- Exploring new business opportunities and networking to drive growth.
- Event and Customer Management: Liaising with demanding clients, including brides and corporate organisers.
- Ensuring a high standard of customer service during the seasonal business peak (May–September).
- Collaboration and Team Building: Working closely with the business owner, and one other team member in the office, collaborating with new ideas.
- Preparing recruitment plans for additional support during busy seasons.
- Providing operational oversight in the CEO's absence.

What's in it for you?

In addition to a competitive salary, you will also have access to a wide range of benefits including:

- A salary of up to £35,000.
- Pension, with the potential of a higher contribution after passing probation.
- 20 days holiday + bank holidays.
- Earlier starts and finishes during the winter months.

- Occasional work-from-home opportunities during off-peak periods.
- Parking on site.
- The ability to make the role your own, fully integrating into the teams vision for the business.

Who are we looking for?

- Proven experience in an all-rounded role, as Office Manager/PA/ Operations.
- Experience in a smaller/start-up company would be preferred.
- Someone who can get stuck in, not being afraid to go “outside” of your job description.
- Strong organisational skills and the ability to manage multiple tasks effectively.
- Creative mindset with the ability to generate fresh ideas.
- Self-motivated, proactive, and able to work independently.
- Preferred- Hospitality or customer service background.
- **Desirable:**
- Familiarity with CRM systems and booking platforms.
- Experience managing social media and email marketing campaigns.

Next steps:

If this opportunity inspires you or you'd like to know more, please contact Emma Reeder.

Apply via email with an updated CV (Word and PDF formats) and a brief summary of your current position to emma@execrecruitmentsolutions.com. We can't wait to hear from you!

Date: 27th January 2025