

Office Assistant

We are on the lookout for a creative, organised and dedicated Office Assistant to manage operations of our office on a part-time basis of 4 days per week (Monday-Thursday).

You will be a key player in creating an amazing environment for the team, from owning the social calendar and executing all the fun and inclusive events, to coming up with interesting volunteering opportunities and DEI initiatives, to proactively solving office niggles and answering questions about all sorts of things – you will be the go-to person in the office!

It's an exciting time at CCGroup, a Hoffman Agency! CCGroup was acquired by Hoffman in March 2025, which means there is a lot of exciting integration work to be done in the office, social and company culture aspects!

You will be part of the Operations team, reporting into the People & Operations Manager.

You will be a key figure for the running of the office, for company culture and team cohesion, so this role will be office-based.

Main job functions

Office management

- Welcoming visitors to the office and helping them set up
- Managing and setting up meeting rooms for meetings/trainings
- Ensuring the office is adequately stocked at all times (groceries/stationery/IT equipment)
- Proactively ensuring the office is tidy and all equipment is working
- Managing ingoing and outgoing post
- Watering the plants
- Managing Health & Safety: weekly checks, DSE assessments, arranging for PAT testing, fire extinguisher maintenance, etc.
- Business continuity & disaster recovery plan: check and update annually in conjunction with People & Operations Manager
- Waste management
- Proactively liaise with cleaning company to maintain the office in a good state and advise them where events are happening
- Proactively resolve and attend to property management issues, liaising regularly with the property manager
- Liaise with subtenants for meeting rooms booking and queries

Employee Engagement

- Socials: owning the ideas, planning and execution of company socials, volunteering and highlighting cultural/religious holidays.
- Planning initiatives around awareness days/weeks: Mental Health awareness week, Black History Month, LGBTQ+ history week, Pride month, International Women's Day, etc.
- Managing event organisation where events are held in the office (this could include PR Networking Events, Women in Fintech get-together, AR Forum roundtable, etc)
- Proactively ordering staff/client incentive items: flowers, baby gifts, new home gifts, etc.

- Arranging birthday cards, leaver cards & collections, leaving drinks, hen/bachelor parties, baby showers, graduation celebrations, etc.

HR Support

- Managing the office side of the onboarding process: ordering and setting up laptops, mobile phones, access passes, tour, lockers
- Setting up new starters on our IT platforms

Finance support

- Overseeing the social, staff incentive, canteen and office equipment budgets and keeping within them year on year together with the People & Operations Manager.
- Uploading client and supplier contracts for signatures
- Inputting supplier invoices & time sheet reviews and other small ad hoc finance tasks.

Supplier management

- Maintain positive and trusting relationships with the team and suppliers
- Keeping track of contract end dates, terminating contracts if needed and negotiating favourable rates prior to renewal
- Proactively and regularly researching alternative suppliers which present cost savings and/or a better product, always checking their diversity and ESG policies beforehand.

PA and team assistant

- Travel support for the European MD, and UK Co-MD's
- Booking team travel/hotels for corporate events
- Booking event tickets and travel/hotel (i.e. Awards)
- Diary management for wider team meets and training

IT

- Main responsibility for all IT supplier management and problem resolution (Internet, Printers, IT support, Mobile Phones, Software - i.e. Google Drive, Sharepoint, Office, etc)
- Be the first point of contact for IT troubleshooting issues, liaising closely with our ITsupport company
- Be the first point of contact for Google Drive assistance
- Setting up aliases and Teams channels for new clients and keeping them up to date.
- Researching new providers and carrying out demos for new technology
- Laptop and mobile phone asset management

About you

- Experience in a similar role desirable
- Strong interpersonal and communication skills
- Excellent organisational skills
- Excellent prioritisation and time management skills
- Comfortable working independently

- Approachable and friendly
- You enjoy and have experience in bringing people together and planning events
- Proficient in the main Microsoft Office products (Word, PowerPoint & Excel) and Google
- Capable of solving simple IT issues
- Qualified First Aider and Fire Warden (training will be given if you are not!)

Salary bracket: Based on 4 days per week pro-rata: 24k -£28k (equivalent to £30-£35k full time)