

Office Manager (HR Assistant)

Permanent Role

Location: Office based, Brighton & Hove

Salary: £26,000 – £30,000 + 10% Bonus

Plus benefits

The Company:

An exciting opportunity has arisen for an Office Manager & HR Assistant to join The ZDL Group!

We are one of the UK's leading and award-winning Cyber Security consultancies. We're proud to be a vibrant and progressive company with an agile team who are Passionate about all things Cyber Security related. This role will play a vital part of our expanding team, and you will be a very important part of our team.

We have an energetic and dynamic office culture where you can grow your career and really make a role your own. We encourage autonomy and are also proud of our brilliant teamwork. We have a history of promoting from within our company as well.

The successful candidate will be based in The ZDL Group's office in Hove for this permanent full-time role. In return, we will offer you a competitive salary and benefits package including our EMI Share Option Scheme, Private Medical Insurance and bonuses paid every 6 months.

Your next right move:

Report directly to Anna Greig, Operations Manager on all matters involving Offices Management, with some HR responsibilities namely:

- **HR Communications** – Provide regular weekly managerial updates on all areas of HR – starters, leavers, interviews etc... Keeping the Organigram up to date with each change of personnel.
- **New Hires** – offer letters, contracts, equipment lists, induction programmes, future training and development plan, new hire checklist, screening, ensuring all new hires have equipment/tools to do the job, file maintenance.
- **Equipment Allocation** – making sure all equipment/phones/laptops etc... are accounted for fully and our team have the tools to do their roles effectively.
- **Performance management** – keeping a central file of all MBO's / Roles & Responsibilities documents, biannual performance bonus reviews
- **Talent Management** – maintaining the talent pool document to ensure as many skills are being utilised from the entire team
- **Training** – working with senior management and planning all programmes so that anyone needing additional training receives it. Having a complete Development Programme and list of all training and certifications.
- **Holidays / Sickness** – keeping accurate, up to date records of all absences/holidays.
- **Leavers Management** – Exit surveys, obtaining all company property, accurate holiday calculations.
- **Office Management** – ensuring all aspects of the office are fully operational by keeping all needed supplies in stock. Managing phone lines, broadband and any other aspect of the office to be fully operational.
- **Remote Office Management** – making certain to have all information for access, safety and training for all other offices as well. Keeping track of all keys, fobs and access. WiFi codes, alarm codes etc...so everyone can enjoy all offices easily.

- **General Duties** – customer relations via effective phone skills, clerical duties, accurate note taking during meetings and distributing them in a timely manner and other associated documents.
- **Planning** – All Hands Meetings, Board Meetings, Sales Meetings, etc... with needed logistics such as meeting rooms, directions, and all travel arrangements
- **Travel** – Correctly and economically arranging all travel for consultants.
- **Mental Health First Aider** – Being fully trained to support others in the workplace with mental ill health or distress. Reducing the stigma of mental health by promoting awareness of the issue.

Key skills:

- Strong organisation skills and attention to detail with a “can-do”, proactive attitude
- Previous experience in an Office Management or HR role
- Dynamic, high energy individual willing to have an impact and make a real difference to the business
- Caring, empathetic person who is able to support others
- Efficient in Microsoft Office – Word, Excel, PowerPoint etc...
- Qualification or degree is a bonus. Interest in CIPD Level 3 qualification because we pay for employment related training.

The successful candidate will need to provide suitable references and will be required to have background clearance checks. Employment will be subject to the results of this screening as well as testing during the interview process for Quality Assurance skills.

If you are interested in applying for this exciting opportunity, in the first instance please provide your current CV and contact details to Anna Greig, Operations Manager, at anna.greig@zdlgroup.com. For further information, please visit www.zdlgroup.com.

Benefits

- Competitive salary with annual reviews
- Performance-related bonuses
- Company pension scheme
- Private Medical Insurance for the immediate family living with you
- Company Share Option scheme
- Length of Service is linked with increases in allocated holiday days
- Parking/Season ticket scheme
- Bonuses for employee referrals
- Structured learning and development plans which can include support for professional qualifications
- Regular team meetings and social events
- Annual eye tests
- Office First Aider

About The ZDL Group

At the forefront of IT Security Consulting, The ZDL Group's client base is diverse. Our blue-chip clients span across EMEA and come from all industry sectors from medium-size organisations to the FTSE100. Our holistic, 360° approach to IT Consulting Services and complementary security solutions are unparalleled and enable us to retain our clients by working as their strategic security partner, delivering far greater ROI.

We have two passions, Total Customer Satisfaction and Total Security Management; to deliver this, we employ only the very best people across all our locations in Brighton & Hove, London, Manchester, Edinburgh, Amsterdam, Dublin and the US.

*Individuals will receive base salaries in line with their own job history, experience, and qualifications.