

# JOB VACANCY

## Remote Office Manager - Part time/flexible hours

To support our growth, we're looking for an incredibly smart, super-organised multi-talented Office Manager, who understands the complexities of working in a smaller business, to join us on a part-time basis (approx 20 hours per week) to cover a wide range of responsibilities, including admin support for the founder/CEO, book-keeping, sales and marketing support, calendar management and events organisation. You'll also look after our SMT in terms of board meetings etc.

The role will never be the same two days running, and so this is a position for someone who thrives on variety, who is proactive, responsible and experienced in a similar wide-ranging role. You MUST have book-keeping and office management/PA experience within a fast-moving small business, ideally a startup. You'll be friendly, approachable, systems savvy and great at communicating at all levels.

### ➤ Responsibilities:

(including but not limited to)

- CEO/Founder and SMT support, including general office administration CEO diary management
- Event organisation, including trade shows and other events, as necessary.
- Book-keeping duties include budget and expenditure monitoring and reporting, invoicing, and basic AP and AR. Managing the company accounts email and handling all customer & supplier queries, including managing supplier registration with customers and HMRC or Companies House correspondence.
- Company KPI monitoring, you'll work with our CEO to ensure he is constantly up to date with business metrics and critical timelines.
- You'll also support our CEO in other businesses as and when required in similar admin roles (additional hours may be required)
- Implementation of admin processes as required.

### ➤ Who you are

- Demonstrable experience as an Office Manager, PA, EA or similar within a growing small business or startup.
- Book-keeping experience is essential, as is prior use of Xero.
- A highly organised mindset, adept at multi-tasking and meeting tight deadlines.
- Experience in supporting senior executives, ideally at Board level, within a small business.
- Strong GSuite Excel skills, plus comfortable with CRMs or learning to adopt CRM and software to streamline business processes.
- With a flexible, committed approach, you'll be happy to problem-solve when needed.
- Excellent interpersonal and communication skills
- Can thrive in a busy, team-focused, startup working environment
- Extremely strong attention to detail & proficiency in English both written and spoken



EMSOL provides emissions management technology to major players in the NHS, Waste Management sector, with partners including TfL, HS2, John Lewis and Partners and many Local Authorities. Founded in 2017, we are a startup, but one with:

- Multiple awards and recognitions, including Innovation of the Year – Construction News Awards

2023 WINNER

IMPACT FIFTY

THE 50 MOST IMPACTFUL EMERGING COMPANIES TO WORK FOR

- Over 400 investors worldwide
- An experienced CEO with over 20 years in building tech companies
- & a brilliant Senior Leadership team

**EMSOL's Vision** – Is for a future free from polluting emissions

**EMSOL's Mission** – Is to facilitate lasting reductions in polluting emissions

We are a down-to-earth, friendly team and encourage and develop all of our employees to contribute to our success. We want trusted partners to work within our small and autonomously structured team, to maintain our relaxed and flexible working culture.

### Package:

**Location:** London, Hybrid/Remote  
**Salary:** A competitive basic salary subject to experience  
**Holiday:** 25 pro-rata days plus bank holidays  
**Pension:** Company Contribution

To apply: To apply in absolute confidence or for more information about this opportunity, please send an up-to-date CV to [talent@emsol.io](mailto:talent@emsol.io)