



Job title	Office Manager
The package	£30K – 35K, depending on experience
Benefits	Share options, income protection, Death in Service
Location	Parsons Green, SW London
About us	<p>It is an exciting time to join systemsync solutions. Our innovative product automates the delivery of data between payroll, AE middleware and pension providers. We are a new specialist provider of integration solutions (iPaas), a \$1.6 bn high growth global market and our product is the only one of its kind in the UK.</p> <p>As a place to work, we are entrepreneurial in spirit where no two days are the same. You will be part of a success story of a disruptive technology business where the opportunities for development and growth are endless.</p>

As our Office Manager, you will be the glue that holds us all together. You will be our brand and culture ambassador, ensuring the office runs smoothly, attending events and supporting with marketing activity. You will also remind us to have fun!

You will report directly into the COO, but will work closely with CEO and CMO.

Key responsibilities:

- Keep office systems and procedures in good working order
- Provide PA support to the leadership team
- Assist with the HR – welcome new joiners and work with the external HR Consultant to keep people practices up-to-date.
- Manage the office budget, proactively delivering efficiency savings
- Organise social events and team-building, ensuring our culture is thriving and we are a fun place to work
- Own and manage our social media accounts, actively promoting systemsync solutions



- Organise client events and hospitality
- Help with our conference stands as required and actively network

Essential skills, experience and education:

- Bachelors degree
- Highly organised and efficient
- Willing to get 'stuck in' and enjoys a fast-paced, dynamic culture
- Outgoing, enthusiastic and passionate personality
- Able to organise and assist with the management of colleagues
- Must be able to engage effectively with the leadership team
- Enjoys organising social events
- Experience with social media highly desirable
- Relishes the prospect of working for an energetic start-up and is prepared to get stuck in to anything that is required