

# NUTRATEA

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<https://nutratea.co.uk/job/office-manager/>

## Office Manager

### Description

Become part of a small and growing team that sell food and nutritional supplement products. You will be working as part of the operations team, involved with day-to-day operations and ensuring quality and deadlines are met within the warehouse team.

We are seeking an organised, meticulous individual that is ready to learn the ropes and be involved in all aspects of the business. The role will be fast-paced and will require the ability to prioritise tasks, whilst having the ability to manage staff members and assist them to achieve their work goals.

### Responsibilities

**Reporting to the Operations Manager, this role will be responsible for the following:**

- Reporting to and assisting the Operations Manager to ensure smooth operations
- Responsible for managing workload of warehouse staff to ensure orders are dispatched on a timely manner
- Prioritising and managing workload within the warehouse
- Checking work of warehouse staff to ensure it meets expectations and quality levels
- Creating invoices/packing lists for orders
- Processing invoices on our accounting system and filing accordingly
- Processing Amazon shipments on a weekly basis in a timely manner
- Monthly Stock takes
- Carry out research for numerous different quotations when required, to obtain the most cost-effective suppliers to ensure costs are always maintained.
- Manage inventory to ensure adequate stock levels are maintained at all times to prevent disruption to customers.
- Manage wholesaler and business accounts to ensure invoices and payments are aligned and chase any payments as required.
- Cover staff member roles during annual leave to ensure operations are not disturbed and workflow continues as normal.
- Write and implement SOPs for procedures to ensure documentation is in place for different tasks and operations can be followed according to protocol.
- Assist with export orders, ensuring all paperwork is in order and working with warehouse staff to ensure orders are ready and communicating with couriers.

### Qualifications

**The ideal candidate we are seeking:**

- Previous experience in an operations role
- Possess outstanding communication skills, adept at building and nurturing strong relationships with diverse teams

### Hiring organization

NutraTea

### Employment Type

Full-time

### Beginning of employment

ASAP

### Job Location

Unit 2 Cleveland Way, HP2 7DL,  
Hemel Hempstead, Hertfordshire

### Working Hours

9am – 5pm Monday to Friday  
30 minute lunch break  
37.5 hours per week

### Base Salary

£ 23,000 - £ 26,000

### Date posted

10/11/2024

### Valid through

31.01.2025

- Display reliability and self-motivation, showcasing the ability to identify and resolve problems independently, without constant supervision
- Demonstrate excellent influence and negotiation skills, particularly in engaging with third parties and external organizations.
- Exhibit exceptional judgment and prioritization abilities to efficiently manage competing resource demands
- Able to manage others to deliver multiple projects
- Strong IT skills, particularly Excel, Outlook and Word

#### **Who are you?**

- Strong Attention To Detail
- Strong leadership skills
- Willingness to learn new things
- Friendly, Positive Attitude
- Ability to think on your feet and problem solve

#### **What's in it for you?**

- 22 days holiday (plus bank holidays)
- Competitive salary
- Tea & Coffee on us
- Free Parking
- Become part of a forward thinking, vibrant and professional business team!

#### **Working Hours?**

- 9am – 5pm Monday to Friday
- 30 minute lunch break
- 37.5 hours per week

**Pay:** £23,000.00-£26,000.00 per year