

ATDI Ltd
11 Old Jewry
London
EC2R 8DU
T. +44 1444 523218
M. +44 7483 391926



Job position: Office Manager

ATDI is a global leader in radio planning and spectrum management solutions for civilian and defence communications. We are currently recruiting for an experienced Office Manager for our branch in Washington DC, USA.

The role will provide general office administration duties and create and maintain a pleasant work environment, ensuring high-organizational effectiveness, communication and safety.

The responsibilities include:

- Liaising with senior management, staff, suppliers and clients;
- Developing and implementing new administration systems, such as record management;
- Working with the accounting and the management teams to set budgets, monitor spending and manage account payable/receivable, including invoicing;
- Answering telephone calls and emails from customers and clients and directing them to relevant staff;
- Planning, scheduling and promoting office events, including internal and external meetings, conferences and training sessions;
- Collecting, organizing and storing information using database/s and filing systems;
- Organizing the office layout and maintaining supplies of stationery, equipment and furniture;
- Managing maintenance companies for office cleaning and ensure appliances are in good working order;
- Monitoring office supplies and ordering new stationery, furniture, appliances and electronics, as required;
- Reporting office progress to senior management and working with them to improve office operations and procedures;
- Booking transport and accommodation for the staff if corporate travels are required.

The successful applicant must have:

- Tertiary education degree in business administration, management or a related field;
- 5-10 years of professional experience in a related field, such as management or accounting preferred;
- Exceptional leadership and time, task and resource management skills;
- Strong problem solving, critical thinking, coaching, interpersonal and verbal and written communication skills;
- Proficiency with computers, especially MS Office and CRM solution;
- Ability to plan and keep track of multiple projects and deadlines;
- Familiarity with budget planning and enforcement, customer service procedures.
- Hold an adequate visa to work in the USA.