

Office Manager

The goal of the European Medical Group is to become *'The go to place for healthcare professionals in Europe by 2025.'* The reason for this and the reason we are in business is *'To challenge and equip everyone to be the best they can. We want to build our Brand to be **Energetic, Trusted, Progressive, Open-Minded** and **Best in Class.**'*

We work and live by the following values and want everyone that works here to do the same.

Entire buy in - Everyone has **loyalty** to our vision, values, culture, and the long-term goals of EMG. We are committed to doing so in a **positive** and **passionate** way.

Make sure you are self-reliant - We all need to be **proactive** and responsible for our own actions. This will lead to an **inspiring** place to work that we are all **proud** of.

Go the extra mile - Always give your best performance, this will create a team that is **different** to anything else, full of **hard working, gold medal winners**.

Role Details:

Days of Work: Monday - Friday

Working Hours: 08:30 - 17:00

Reports to: Publisher

Department: Operations

Place of Work: European Medical Group Ltd t/a European Medical Journal
The MedBIC, Anglia Ruskin University, Alan Cherry Drive, Chelmsford, Essex, CM1 1SQ

Duties:

- Are you organised? Can you ensure all office equipment is working and accounted for, software and hardware is managed and filing and databases are up to date?
- Would you like to welcome and train up new starters, continually promoting staff development and making EMJ the best team we can be?
- Could you review and update office policies and systems for the benefit of all?
- Are you tech savvy? Could help resolve IT issues and provide help where needed in all departments?
- Could you chair meetings with your team to make sure the office is running smoothly and efficiently? Manage staff, arrange cover and delegate workload? Could you carry out staff reviews for individual and team performance?
- Will you assist senior management achieve company goals?
- Will you be supportive and be a reason why the office is a positive place to work?

What's in it for you?

- Amazing progression opportunities within the company
- Quarterly offsite planning days
- Summer Ball and awards night
- Fun monthly incentives for meeting targets
- Exciting and growing industry
- Ongoing coaching and training
- Positive and supportive work environment

If this sounds like you, apply now!

- Bachelor's Degree
- Strong IT Skills - MS (Excel, Outlook and Word)
- PRINCE 2, Agile or ILX Project Management Training
- Well-developed communication and interpersonal skills
- Enthusiastic and dedicated team player
- Ability to learn quickly and manage/prioritise a high-volume workload
- Excellent attention to detail and ability to take instruction
- Adheres to company quality standards
- Lives the EMJ Values

What are your goals for your career? For yourself? At the European Medical Journal, we will give you the guidance and training to make them possible - but do you have the drive to make them happen?