

Office Administrator / Manager

About Carbonplace

An exciting opportunity to rapidly scale and shape a start-up committed to driving climate action. Carbonplace is a global carbon credit transaction network that will enable the simple, secure, and transparent transfer of certified carbon credits. Developed by a group of financial institutions, Carbonplace's unique blockchain-enabled distributed ledger technology will enable the trust, transparency, and accessibility required to open the voluntary carbon market to the world and accelerate global climate action. In joining this new & unique venture, you will engage with teams that have a startup mindset without the worry of associated start up risks. You will be working with a small team involved in launching a product to market and building the foundations of a company.

About This Role:

Carbonplace are seeking a driven and motivated Office Manager to join our London-based team. This is a hybrid role where you will be responsible for establishing and managing the physical office environment as well as providing administrative and operational support to the wider business when required. In this role you will work closely with a small team on initiatives and ensure that the office runs efficiently. You will be a key point of contact for the team for any ad hoc queries that arise.

Responsibilities:

- Administration tasks to keep the London office running efficiently.
- Assist with receptionist duties such as preparing the meeting room and welcoming guests.
- Management of Office including IT and office consumables.
- Onboarding of New Starters on to company systems, including Office Access and inductions.
- Be the first point of contact for the building management, security, and any maintenance queries.
- Manage office expenditure and the office admin budget.
- Manage Health and Safety procedures. Carry out all necessary H&S risk assessments.
- Ensure the safekeeping or safe disposal of confidential information.

Location and Commitments:

We offer hybrid working, with a minimum of 2 days a week in the City of London office.

Candidate Requirements:

- Previous administration experience in an office environment
- Excellent communication and people skills
- Organised with strong time management and prioritization skills
- Self-motivated, driven, ambitious and enthusiastic!
- Strong IT skills: Microsoft Office (admin functions)
- Finance experience desirable

Remuneration & Benefits:

£30,000 - £35,000

