

**RICHARD
CULLINAN JOINERY**

Established 1978

Office Manager & Project Coordinator

We have a small friendly studio, based in Putney. We are looking for a full time, permanent Office Manager & Project Coordinator.

Day to day responsibilities will include:

Answering the studio phone and replying to email enquiries

Booking and confirming appointments

Managing project paperwork with full immersion into projects, including tracking costs

Liaising with clients, the team in our workshop, suppliers and sub-contractors

Drafting quotes and invoices

Purchasing items; some items will require collection from local suppliers, and delivery to site

Attending site meetings

Our ideal Office Manager will:

Have a positive and can-do attitude

Be highly organised with excellent attention to detail

Be articulate with good communication skills

Be able to follow instructions and able to use their own initiative

Be highly motivated and able to work unsupervised, but also able to work collaboratively as part of a team including with interiors designers, architects, and sub-contractors

Have strong IT skills and be able to confidently use Word, Excel, Outlook and Xero, any CAD drawing a bonus

Have a willingness to learn new skills, including AutoCAD and SketchUp

Be able to read CAD drawings

Have a clean driving licence

This job will be studio based but will require the successful candidate to be out and about as necessary, collecting items from suppliers and delivering to sites across London. Once settled in, there will be the option to work remotely, depending upon business need, 1 day a week.

Full time role: 45 hours per week

RICHARD CULLINAN (JOINERY) LTD

Directors: K Cullinan, J Kenyon. Registered office: Begbies Chartered Accountants, 9 Bonhill Street, London EC2A 4DJ
V.A.T. Registration number: 603 1767 63. Company registration number: 1370707

Hours: 8:30am to 5pm
Location: Putney, London
Salary: £28,000 - £32,000 depending on experience

Benefits:

Company pension scheme
30 day's holiday allowance (including Bank Holidays)

To apply please send a cover letter and CV to katie@rcjoinery.co.uk