

PAMCo – Office Manager

About PAMCo

The Publishers Audience Measurement Company (PAMCo), is the governing body which oversees audience measurement for the published media industry. We are responsible for the joint industry currency (JIC) called PAMCo – Audience Measurement for Publishers in place of NRS data.

Our funding stakeholders are the Institute of Practitioners in Advertising (IPA – Advertising Agencies), Newsworks (representing Newsbrands) and the Professional Publishers Association (PPA – Magazine Media). Our board also has representation from The Incorporated Society of British Advertisers (ISBA).

Job Overview

We are in search of a highly organized and proactive Office Manager to keep our operations running smoothly. You'll be the backbone of our office, handling administrative tasks, managing facilities, and supporting the team.

This role may suit someone who has recently graduated, who is seeking a role within the media research industry or an experienced office manager who does not wish to work full-time.

If you thrive in a dynamic environment and enjoy wearing multiple hats, we want to hear from you!

Key Responsibilities

- **Administrative Support:** to ensure efficient office operations, including emails, internal and external correspondence, and process incoming and outgoing mail.
- **Facilities Management:** oversee the maintenance of office facilities and equipment, including coordinating repairs, ordering supplies, managing vendor relationships and setting up meeting rooms for meetings (especially if Hybrid, as conference facilities need to be set up).
- **Office Organisation:** maintain the office Sharepoint, databases, distribution groups and ensuring easy access and retrieval of information
- **Calendar Management:** manage executive calendars, schedule meetings, book meeting rooms and coordinate appointments as needed.
- **HR support:** support HR functions such as onboarding new employees, maintaining employee records and ensuring smooth induction process.
- **Budget Management:** assist in budget planning and tracking expenses related to office operations and supplies. Support staff in their expense claims to Finance Director.
- **Communication:** serve as a point of contact for internal and external communications, including greeting clients and handling enquiries.
- **Health and Safety:** ensure compliance with health and safety regulations and maintain a safe working environment for employees
- **Special Projects:** assist with special projects and initiatives as assigned by management

Qualifications

- Excellent organisational and time management skills, with the ability to prioritise tasks effectively.

- Strong communication and interpersonal skills, as you will be greeting senior stakeholders and board members.
- Proficiency in MS Office (Word, Excel, Outlook, Powerpoint).
- Attention to detail and problem-solving abilities.
- Ability to maintain confidentiality and handle sensitive information with discretion.

Other Requirements

Ability to fit into a small team and be ready to take anything on!

Location

The role is predominately office based, in Central London at Pennine Place, 2a Charring Cross Road, London WC2H 0HF

Benefits

- We can offer a competitive salary
- 28 days holiday per annum, pro-rated to days worked (this includes UK bank holidays)
- Pension plan
- Optional opportunity to learn about media research, methodology and data processing techniques for the published print media industry (if desired).