



Job Title: Office Manager / Personal Assistant

Location: *London*

Contract Length: *12 months*

Start Date: ASAP

Salary: *£35,000-£45,000 depending on experience*

Background:

Moonshot CVE is a fast growing startup which specialises in countering violent extremism (CVE). We use data-proven techniques to ensure our clients respond to violent extremism effectively. Our work ranges from software development and digital capacity building, to leading global counter-messaging campaigns. Having grown substantially in the past two years Moonshot CVE now needs a dedicated Office Manager to join our team and help us take our company to the next level.

The Role:

We are looking for an Office Manager to organise and manage administration duties and office procedures across the team for the first time. Your role is to create and maintain a pleasant work environment, ensuring high levels of organisational effectiveness, communication and safety. You will also serve as Personal Assistant to the Founders. Specifically the role will involve:

Office Management:

- **Ensuring the smooth day to day running of the office**, including management of key team documents, office supplies, IT systems, vendor relationships, liaison with the building management team, and health and safety.
- **Providing general administrative and project support** to the wider team including authorising and processing the booking of travel and accommodation, couriers, mailings and meeting logistics.
- **Office Auditing and implementing new systems** for office functions.
- **Supporting the design and expansion of the office**, including furnishing, maintenance, secure storage, and upkeep of all company assets.

Personal Assistant:

- **Personal Assistant to the Founders**, with some ad-hoc assistance to other team members as required including arranging and coordinating meetings, occasional minutes from meetings, diary and travel management.
- **Provide general administrative and project support** to the wider team including authorising and processing the booking of travel and accommodation, couriers, mailings and meeting logistics.

Finance:

- **Bookkeeping and finance oversight**, including implementing new systems for oversight of invoicing, expense processing and liaison with accountants.
- **Budget management and oversight of expenditures** for day to day office management.

HR/Operational Aspect:

- **Management of HR functions**, including development and maintenance of all HR records, onboarding of new staff, coordination of leave and training.
- **Payroll management** and liaison with administrative consultants, including legal, accounting, and design support.
- **Health and Safety policy development** and implementation.

Requirements:

- Highly trustworthy and organised.
- 5+ years of office management and personal assistant experience
- Patient with excellent interpersonal skills.
- Bookkeeping experience, including detailed knowledge of Xero and Quickbooks, and other account management systems.
- Strong IT skills.
- Experience managing teams.
- A commitment to Moonshot CVE's mission and ethos.
- Eligible to work in the UK.

Desirable qualifications:

- Experience working with a startup.
- Experience working with a company where security threats are common and risks must be managed carefully.
- A second language, in particular Arabic or French.

Benefits package:

- Private healthcare package, including coverage for partners and children.
- 30 days paid leave per annum.
- Individually-tailored training and skills development package.
- Generous maternity and paternity leave.

Application Process:

To apply for this role please email a CV (**max. one page**) and cover letter (**max. one page**) to recruitment@moonshotcve.com.

Your cover letter should not exceed one page and must answer the following questions: 1) Why do you want to work for Moonshot CVE? 2) How does your experience make you a suitable candidate for the role? Deadline for applications is 5pm (GMT) 5th January, 2017. Applications submitted early will be considered before the deadline, so **early application is strongly encouraged**. Select candidates may be invited to an interview and/or assessment day at our London office in December 2017 and January 2018.