



Job Description

Role: Office Manager
Reporting to: Head of Operations

Overview:

VICE is a global youth media company and the industry leader in producing and distributing the best online video content in the world. Launched in 1994 as a punk magazine, VICE now operates out of 36 countries, and has expanded into a multimedia network, including the world's premier source for original online video, VICE.COM; an international network of digital channels; a television & feature film production studio; a magazine; a record label; and a book-publishing division.

VICE's digital channels include VICE Sports, a sports channel; MUNCHIES, a food channel; VICE News, a dedicated news channel; Noisey, a music discovery channel; The Creators Project, dedicated to the arts and creativity; Motherboard, covering cultural happenings in technology; THUMP, focusing on global dance music and culture; Fightland, a channel dedicated to the culture of MMA and Broadly a female focused channel. VICE acquired British fashion publication i-D in 2012 and re-launched i-D's digital presence at i-D.co, a video-driven fashion site. In 2013, VICE launched a news-magazine series on HBO titled VICE. The Emmy Award-winning series just completed its second season; seasons three and four to air in 2015 and 2016.

Role:

The Office Manager's role will be to support with the management and regulation of the running of the London office. Their main role within the company is to ensure that the company is running safely and efficiently. This is achieved through liaising with various departments including human resources and accounts.

Your main objective is to ensure the company runs smoothly and to save the company money, so you will be proactive, enthusiastic and have strong negotiation skills. You will help manage office budgets, safety, security and several other areas. As part of the Operations team you will help to ensure the business maintains a high productivity level.

This role would suit a self-starter with at least 2 years office management experience wishing to move into a more senior role at a larger, fast paced and rapidly growing international company.

Responsibilities:

- Managing the organisation and monthly ordering of office, cleaning and kitchen supplies.
- Maintaining office budgets to keep a tight rein on costs and Operations overheads; budget reporting to the Head of Operations on a monthly basis.
- Acting as the first point of contact to troubleshoot and resolve office related staff queries.
- Overseeing general supervision of the office including liaising with preferred suppliers to deal with any maintenance issues that arise. Being proactive to ensure it's a pleasant place to work and office insurance and security are compliant.

- Carrying out various Health & Safety risk assessments in accordance with Vice procedures and training staff in procedures including fire safety as necessary.
- Working with the Front of House team effectively, delegating tasks when necessary. You will support them by overseeing the set-up of significant client meetings and events on site during busy periods. You will cover their absences at reception as required which will include some support with courier and travel bookings.
- Negotiating costs with suppliers as necessary to get best prices, reviewing quality vs. agreed service levels and contracts regularly and an annual cost review to ensure best service and value.
- Managing Front of House Manager and Receptionist.
- Assisting Head of Operations with research as required, office expansions and internal desk re-organisations. Acting as a point of contact in her absence.
- Help the Head of Operations to implement quality assurance and sustainability measures.
- Support HR and IT departments with office related issues on an ad hoc basis as required.

Other:

- To undertake such other tasks including general administrative duties as may be required from time to time
- To be an ambassador for the business at all times.

To apply please email a brief cover note and CV, with the reference “**Office Manager**” in the subject line to: ukrecruitment@vice.com. **Please include your notice period and salary expectations in your application.**

We look forward to hearing from you!

If you do not hear back from us within one month of applying then unfortunately your application has been unsuccessful. Thank you once again for applying and we wish you success in your future career.