

Practice Manager / Business Development / Administrator

E3 is seeking a highly organised, efficient and detail orientated practice/office manager to ensure seamless operation of our small, friendly office. This is an exciting opportunity to join our talented team in central Bristol.



The role is offered on a full time or part time basis.

Salary range: £27,000-£40,000

Who we are

E3 is a dynamic Building Services, Environmental Design and Low Carbon Engineering practice. Our core business is the design and specification of mechanical and electrical systems in buildings, and we are at the forefront of low energy building design. We're a team of 15 and work with nationally recognised Architectural practices throughout the country.

Read more about us here: <https://e3ce.com/>

The Role

We are looking for an exceptional 'all rounder' to take responsibility for running the office, helping secure new projects, and supporting E3's Partners and staff. You will work closely with the Partners and the role will involve you developing a deep understanding of the practice, our approach and working methods. You will have the opportunity to take a lead role in enhancing our working practices including our website and marketing material.

Key Responsibilities

Admin/Office:

- Maintaining electronic filing systems
- Minuting team meetings
- Dealing with enquiries – by phone, email
- Greeting visitors
- Managing office consumables and equipment
- Managing subscriptions, licences, memberships
- Organising events
- Liaising with landlords - leases/property management
- Managing suppliers - cleaning contracts, IT, comms
- Managing insurance renewals
- Responsibility for office Health and Safety, and Fire Marshal

Business Development:

- Researching new business – monitoring portals and researching bid invitations
- Writing and supporting bids for new work
- Project support – including contracts, and project administration
- Maintaining and updating marketing information
- Attending management, resource and team meetings
- Marketing, website and social media

Finance

- Invoicing and credit control
- Working with invoicing spreadsheets
- Reconciling Purchase orders
- Verifying supplier invoices
- Credit card analysis
- Working closely with Finance Administrator

HR and Wellbeing:

- Support and promote the wellbeing of the team
- Carry out quarterly wellbeing surveys
- Maintaining and developing company policies and procedures
- Managing timesheets, producing records and calculating holiday allowances
- Organising staff appraisals
- Booking CPD courses and training
- Monitoring and updating staff records
- On and off boarding of staff
- Assist with recruitment processes
- First aider
- Mental Health First Aider

Quality Management

- Manage and maintain ISO 9001:2015 system
- Carry out annual internal audit
- Lead on external audit processes
- Produce reports for and participate in annual management reviews
- Carry out client feedback surveys

Key Skills

- Experience in working in a busy administration position
- Exceptionally well organised and efficient
- Positive, practical attitude
- Empathetic and supportive
- Experience of audit and ISO9001
- Professional, articulate and proactive
- Excellent communication skills
- Exemplary writing skills
- Demonstrable ability in multi tasking
- Meticulous attention to detail
- Fast learner
- Strong IT skills
- Experience of Quickbooks (desirable)
- Experience and knowledge of Indesign (non-essential but advantageous)

If you feel that the role is exciting but lack any of the skills and experience noted above we will provide training and development opportunities to help you develop your capabilities.

What we Offer

We are a supportive employer with an excellent reputation. We will provide a role full of exciting challenges. Benefits include:

- Competitive salary
- 25 days annual leave plus Bank holidays, with the option to purchase additional days
- Flexible and hybrid working
- TOIL policy
- Pension scheme

- Life insurance
- Enhanced parental leave
- Monthly socials and biannual away-days
- Professional development opportunities
- Cycle to work scheme.

Diversity is important to E3, and we encourage people of all backgrounds to apply.

How to apply

Please send your CV and a covering letter to info@e3ce.com

Deadline for applications: Monday 11 November 24.

