

About Novia Global:

Novia Global launched in 2015 and is an international online wealth management platform. We provide the technology to enable professional advisers to invest efficiently on behalf of their clients.

Our aim is to meet the investment needs of the internationally mobile client, nationals who have moved abroad and trustees requiring access to greater investment choices.

Through the platform, we offer access to a Global Investment Account and an International Self Invested Personal Pension (SIPP) with underlying assets include investment funds, exchange traded funds and shares.

For more information about us, please visit <https://www.novia-global.com>

Job Purpose

As a growing business Novia Global is expanding and moving out into its own office. The office is the central hub and the smooth running is key to the success of the business. Your job is to organize and coordinate administration duties and office procedures. Your role is to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety.

Responsibilities

- > Main point of contact for office manager duties including:
 - / Maintenance
 - / Mailing
 - / Supplies
 - / Equipment
 - / Shopping
- > Schedule meetings and appointments
- > Organize the office layout and order stationery and equipment
- > Maintain the office condition and arrange necessary repairs
- > Partner with HR to update and maintain office policies as necessary
- > Organize office operations and procedures
- > Ensure adequate First aid and Fire Marshalls are appointed
- > Arrange and manage Fire Marshall and First Aid training as appropriate
- > Coordinate with IT department on all office equipment
- > Provide general support to visitors
- > Assist in the onboarding process for new hires, including office induction
- > Address employees queries regarding office management issues (e.g. stationery, hardware and travel arrangements)
- > Liaise with facility management vendors, including cleaning, catering and security services
- > Plan in-house or off-site activities, like parties, celebrations and conferences
- > Provide general support to Key Directors including arranging meetings, making travel arrangements

Requirements

- > Proven experience as an Office Manager, Front Office Manager or Administrative Assistant
- > Knowledge of Office Administrator responsibilities, systems and procedures
- > Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- > Hands on experience with office machines (e.g. fax machines and printers)
- > Excellent time management skills and ability to multi-task and prioritize work
- > Attention to detail and problem solving skills
- > Excellent written and verbal communication skills
- > Strong organizational and planning skills in a fast-paced environment
- > A creative mind with an ability to suggest improvements

Core Competencies:

Motivating Others: The willingness and ability to motivate and inspire others by means of appropriate challenges, empowerment, rewards and recognition.

Performance Focus: Demonstrate energy and enthusiasm, takes ownership, delivers results and improves personal performance.

Expert Knowledge: Consistent application of professional or specialist knowledge and skills; takes opportunities to contribute to policy and best practice.

Team Work: Working successfully with others and building a network of good relationships in order to achieve shared goals.

Analytical: Enjoy the investigating of complex system discrepancies and work towards long term solutions with internal and external parties

Communication: Communicate clearly and concisely, tailoring content and style, with ability to make a positive impression on others.

Some of the benefits of working at Novia Global:

- > Competitive salary.
- > 25 days holiday entitlement, with the option to purchase or sell up to 5 additional days per year.
- > Discretionary bonus scheme.
- > Office and remote working
- > Supported and encouraged professional growth and development.
- > Regular social events.
- > Flexible dress code.
- > Private Medical Scheme.
- > Income Protection Scheme.
- > Group Contributory Pension Scheme (Employer 6% Employee 3%).
- > Technology and Cycle to Work Schemes.
- > Internal Mentoring Scheme.
- > Employee Assistance Programme (EAP).
- > Interest free season ticket loans for travel costs.
- > Various corporate gym membership rates.

To apply for this role, please email an up-to-date CV to HR@novia-global.com