



Job Specification

JOB TITLE:	Office Manager
DIVISION:	Administration
LOCATION:	Rochester, Kent
REPORTABLE TO:	Director TGC
HOURS:	40 hours Monday to Friday, 8:30am – 5pm

Role Overview:

As Office Manager, you will play a key role in supporting the smooth day-to-day running of the office. This is a varied, hands-on role focused on administration, coordination, and supporting the wider team, including HR administration, staff training, and company vehicle management.

Key Responsibilities:

- Support the day-to-day running of the office and manage general office documentation
- Assist with answering client Pre-Qualification Questionnaires (PQQs)
- Produce and manage confidential HR documents including contracts, new starter onboarding and employee records
- Organise and manage staff training and ensure all relevant training and certifications are up to date across employees
- Monitor company vehicles, ensuring MOTs, servicing, and inspections are up to date
- Liaise with garages and service providers for planned and urgent maintenance
- Manage accident and incident administration

Skills and Experience:

- At least 3 years of experience in an administrative or office-based role
- Strong organisational skills and attention to detail
- Confident in handling confidential information
- Good communication skills (written and verbal)
- Competent in Microsoft Office (Word, Excel, Outlook) and ability to learn new software and systems

Remuneration:

Salary is negotiable depending on the experience of the applicant

Training:

Career and Personal Development training will be provided at the discretion of the company

If you would like to be considered for this role or find out further information, please contact us or send your CV and a covering letter stating the job title to hr@tgc.uk.com