



Job Title	Assistant to the Managing Director
Job Overview	<p>Rock Management Services (Rock MS) provides business support to businesses who do not have the capacity to have an in-house team.</p> <p>One of Rock MS' biggest clients is Reeds Solicitors LLP (Reeds) a large multi-office solicitors firm with offices across England and Wales. Reeds represents clients in Criminal Law, Prison Law and Family Law, as well as in Mental Health and Court of Protection proceedings. The firm is based upon a strong ethic of client care and employee care and prides itself on supporting and developing its staff. The majority of the work is for solicitors' firms, however we are expanding to other sectors. Rock MS has also developed its own Case Management Software designed for Solicitors firms.</p> <p>The role of Assistant to the Managing Director (MD) will be supporting the Managing Director of Rock MS, as well as the operation function within Reeds. The Practice Manager (PM) within Reeds is responsible for the overall day-to-day operations of the firm. They oversee the local management and firm-wide teams such as Office Managers, HR, Accounts and IT. The Assistant in this role will support the PM with their tasks.</p> <p>The position of Assistant to the Managing Director will involve elements of an executive assistant role, including dealing with a wide range of internal and external communications and providing effective day-to-day assistance to the MD. You will be the first point of contact for the MD and as such will need excellent communication and interpersonal skills. You will have the ability to build strong working relationships within the management team, across the organisation and externally.</p> <p>Over the medium term the role will expand to encompass a wider spectrum of direct management-support tasks with prospects of developing into an independent management role for the right person.</p> <p>We are looking for someone who is extremely organised and able to work within a high-energy business. Attention to detail as well as great personal communications and computer skills are essential.</p> <p>The successful candidate will have access to the company's, and its staff's, highly sensitive data and therefore discretion is very important.</p>
Roles and Responsibilities	<ul style="list-style-type: none"> • Management of incoming email communication of MD's mailbox - filtering, responding and filing of emails and their attachments

- Managing and supporting MD and other managers with incoming email communications on behalf of other Rock customers
- Engaging with external companies that are contracted with Rock MS or its customers (such as stationary providers and others)
- Diary Management – scheduling of meetings, reminders, and planning
- Meetings minute taking – attending management meetings to take notes, which are then distributed.
- Assisting with office administration support, home working setups, equipment ordering etc.
- Ordering required equipment for Rock MS and its customers.
- Running, distributing, and collating reports for the accounts team.
- Processing and allocation of credit card receipts.
- Events planning, organising and attending.
- Market research and review for suppliers (including IT, stationary, office equipment supplies and more)
- Assisting with staff profiles management and facilitating photoshoots for staff.
- Supporting the Marketing Manager - social media accounts (scheduling posts – drafted by Marketing team) and running regular reports for site analytics and reviews.
- Co-ordinating photoshoots for website profiles.
- Supporting the Marketing Manager with other daily marketing requirements.
- Creating monthly newsletters and bi-weekly gold star and positive vibes newsletters.
- Creating guides and 'know how's' documentation.

As and when required:

- Assisting with day-to-day administrative support as well as assistance with business development to the MD.
- Assisting with various projects.
- Policy writing.
- Proof reading.
- Assisting with preparations of HR induction packs and other training.



	<ul style="list-style-type: none"> • Booking training courses for staff. • Running the monthly submissions of data to the government on behalf of Rock MS customers. • Participating on the Office Rota and assisting with administrative tasks (such as incoming post processing). • Any other tasks as directed by the management of the organisation. <p>It is essential that the candidate is able to foresee and react to any changes with confidence and be able to remain calm when under pressure. This role is suitable for someone who enjoys a big variety of tasks and enjoys new challenges and a large workload. In this role, you will never be able to complete your to-do list fully.</p> <p>Ideally the candidate will have previous transferrable experience and be confident communicating across all levels.</p>
Person Specification	<ul style="list-style-type: none"> • Proactive approach, well-organised and meticulous, with a proven ability to multitask and deliver excellent results under pressure. • 'Can do' attitude – prepared to think outside the box to solve problems. • Excellent written and verbal communication skills • Skilled in using Microsoft Office 365 suite and has a desire to learn to use new software systems. • A team player who is also comfortable working independently. • Excellent attention to detail.
Salary	Starting £27,000 - £29,000 per annum depending on experience
Working hours	9:00am to 5pm, with one hour for lunch Monday – Friday, with flexible working options available.
Job type	Hybrid working options available, the candidate must be able and willing to attend the Oxford office (OX2 0DP) on a hybrid basis (2 days a week). This is a permanent position.
Closing date	We reserve the right to amend the closing date or withdraw the advert without notice prior to the closing date.
Why work for Rock MS?	We are a forward thinking, dynamic company, who put their clients and employees first. We are a fun and flexible firm with good opportunities for development and career



	<p>progression. We expect a lot from our employees but in return we offer:</p> <ul style="list-style-type: none"> • The ability to earn up to 30 days of holiday with years of service (standard holiday packages start at 23 days plus all bank holidays); • Additional paid 'celebration' day per year. • Ability to purchase a further 5 days of holiday each year. • Discretionary additional holiday days given at Christmas (up to a maximum of 2 days) • Flexible working schemes available to all employees. • Private medical health care with the option to add optical and dental care. • Discounted gym memberships. • Fresh fruit baskets in each office on a weekly basis. • Cycle to work scheme. • Unlimited access to online based training. • Employee assistance programme with access to physical, mental and emotional health advice & webinars, wellbeing videos and programmes, online counselling & mini health checks.
<p>How to apply?</p>	<p>If you are interested in this position, or would like further information, please email recruitment@rockms.co.uk with the job title clearly stated in the subject line.</p>