

September 2019



Dear applicant

Re: Office Manager Position

Thank you for your interest in applying for the post of part-time Office Manager. We are very keen to engage a person with the appropriate attributes required for this new role within the company.

Please view our website, which gives information about LASBM, including our values, backgrounds, how we started, and how we operate.

We aim to provide an excellent service to all our stakeholders – members, sponsors (including our valued Approved Partners), presenters, and various other business associates. Our reputation is of paramount importance to us, and we have set the bar high in terms of the experience we provide to our members, sponsors, and speakers. We pride ourselves on being inclusive, responsive, effective, efficient, and professional in all our interactions. It is therefore essential that the successful candidate is on the same page as us in terms of professionalism, accuracy, responsiveness, and willingness to provide excellent customer service.

We are seeking an employee who is not only able to follow systems, but who also has the skills to improve and develop them. Our processes work very well, but we are always open to new ideas, and would want the successful candidate to feel able to contribute.

While you may not have had experience of using some of our software, we are looking for someone who has the relevant transferable skills, is adaptable, and can quickly familiarise themselves with our systems.

We would expect the postholder to learn about all aspects of the business, to ensure business continuity for any unforeseen absences. We would also be open to considering an increase in working hours in the future, subject to value added by the postholder.

As our business revolves around education, we would be willing to consider a term-time only contract should a suitable candidate prefer this to full-year working.

We hope you like what you have read in the pack and on our website, and that you will be encouraged to apply for the post. Please apply online or email your CV and letter of application to sue@lasbm.com. Letters should be no more than 500 words, giving details of why you are applying for the job and how your previous experience has prepared you for it.

The closing date for applications is 5pm on Wednesday 18 September. Interviews will take place shortly afterwards.

Following induction at the company's registered office address, we would be happy to consider home-based working for much of the time, if this is preferred.

A company pension scheme will be provided, along with mileage allowance for business travel.

Need a bit more information? Just email me to arrange a call for an informal chat.

Yours faithfully

Sue Edwards

Sue Edwards FISBL
Managing Director