

**Job Title: Office Manager & Business Support****Permanent Salary:** £Competitive (DoE)**Location:** Hybrid - Derbyshire Office (Cromford) / Remote Working**Application Closing Date:** Sunday 25<sup>th</sup> January, 11pm.**Who we are:**

Baker Consultants is driven by a passion for our people and the quality of our technical work. We are an award-winning, CIEEM-registered practice obsessed with the intricacies of nature conservation law and developing new technologies. Our work spans the entire development timeline, from land acquisition and ecological assessment to acting as expert witnesses at public inquiries. We have an enviably low staff turnover rate, which reflects how much we value employee well-being—a commitment that culminated in us successfully adopting a permanent 4-day working week in January 2024. Additionally, we have launched a sister start-up (Soil Acoustics Ltd) to bring our cutting-edge soil ecoacoustics hardware and software to market, creating a dynamic environment where both businesses can flourish.

**Who we're looking for:**

We are seeking a self-motivated and enthusiastic professional with at least five years of experience in senior administration or office management. Someone who enjoys a hybrid working environment and can operate efficiently both remotely and in the office. You will be the “glue” that holds our small, highly effective team together, ensuring our consultants can focus on technical delivery while you help to manage the operational backbone of the business, alongside the Consultancy & Managing Directors.

**Essential Requirements:**

- **Communication:** You should have a friendly & professional manner, when dealing with either the internal team or external clients and suppliers.
- **Business Awareness & Initiative:** You will have a good grasp of the commercial environment, based on a minimum of 5-years experience and the ability to develop and maintain cost-effective systems.
- **Business Management System Expertise:** You will be responsible for maintaining our ISO9001 and ISO14001 certifications, ensuring all staff understand quality management procedures and coordinating annual audits.
- **Technical Literacy:** We operate in an Apple Mac, Cloud-based environment. You should be proficient in Microsoft Office and willing to broadly learn about ecology and ecoacoustics to better handle enquiries.
- **Start-up Support:** You will provide vital early-stage administrative support to our sister business, Soil Acoustics Ltd, assisting with the operational side of bringing new research and hardware to market.

**Main Duties & Responsibilities:**

- **Office Management:** Managing communication (phones, inboxes, post, visitors), ordering resources (stationery, project equipment), arranging travel & accommodation for the consultancy team, conducting office inductions, other related office tasks, such as annual memberships & accreditation renewals
- **PA to the Directors:** Providing high-level support to the Senior Leadership Team
- **Project Support:** Assisting with project set-up, pre-populating tender responses, managing procurement portals, data & paper filing, scanning project documents and attending weekly meetings to understand project workflows

- **Personnel & Meetings:** Diarising annual employee reviews, inductions for new hires, and organising quarterly Practice & Board Meetings
- **Health & Safety:** Taking day-to-day responsibility for office safety, DSE assessments, and maintaining PPE records

**What we can offer you:**

We focus on adding the best people with the right attitude. In return, we offer a culture that prioritises you and your passions:

- **A permanent 4-day work week** (Monday to Thursday) with no loss of pay, allowing for a genuine work/life balance
- **Competitive salary** and a 4% contributory pension scheme
- **Generous leave:** Five weeks of annual leave, plus Bank Holidays
- **A supportive, innovative environment** where new ideas and ways of working are always welcome

**For an informal chat and to learn more about the role, please email us. Alternatively, you can email your CV and a covering letter to [jobs@bakerconsultants.co.uk](mailto:jobs@bakerconsultants.co.uk) to apply.**