



Business Support Manager

Clusters is looking for an accomplished Business Support Manager to run its London Bridge office of around 15 staff. The role will combine HR, IT, financial management, business systems, supplier management and general office management. We're looking for someone with excellent organisation skills, attention to detail and the ability to juggle multiple tasks at once. The Business Support Manager must feel confident dealing with senior stakeholders and taking ownership of various business areas.

Please note that this is a full time, office-based role.

Key responsibilities

- Manage recruitment, hiring and induction administration
- Manage appraisal process, training programme and general HR
- Manage and keep inventory of all hardware
- Review monthly payroll files and put salaries and PAYE on bank for payment
- Post invoices and expenses, and perform bank posting/reconciliation
- Be responsible for maintaining cloud filing structure
- Manage all supplier relationships and set up library of approved suppliers
- Ad hoc general office assistance, including arranging social events, travel, meetings, etc.

Experience and skills required for this role:

- 3 years+ in a similar role
- Highly organised and efficient
- Responsible and meticulous
- Excellent written skills
- Strong attention to detail
- Not afraid to put ideas forward!

Benefits

- Salary of £35-45k per annum
- Statutory pension scheme
- 25 days annual holiday + 8 bank holidays
- Excellent location right by London Bridge and Borough Market
- Fresh fruit, bread and cereals daily (plus pastries on Fridays)

How to apply:

If you think you qualify for the position, please email your CV and a covering letter to careers@clusters.uk.com or apply via [LinkedIn](#).

