**Office Manager
Permanent – Chertsey - £30,000 - £35,000 (dependant on experience)**

**Full Time – Office Based**

**About the Company**

Our client is a long-established, global producer of natural products, serving leading names in the fragrance, flavour, and cosmetic industries. With nearly a century of experience and operations across multiple international locations, they are passionate about sustainability, innovation, and working with nature’s finest ingredients.

Following recent growth and the launch of a new UK facility, they are now looking for a proactive and highly organised **Office Manager** to join their UK team. This is an exciting opportunity for someone who thrives in a dynamic environment and wants to play a hands-on role in a purpose-driven business.

**Why You’ll Love Working With Us**

* Be part of a growing, global organisation with a strong ethical focus
* Work closely with a passionate, collaborative team
* Get involved in a wide variety of projects—from admin and planning to events and trade shows
* Enjoy real career growth potential with a company making a global impact

**What You’ll Be Doing**

**Office Management & Operations**

* Ensure the smooth running of the office on a daily basis
* Keep the workplace organised, efficient, and well-stocked
* Oversee the flow of information between departments including production, logistics, and warehouse teams
* Track orders and help maintain operational efficiency across the site

**Team & Executive Support**

* Provide support to managers and team members across departments
* Organise internal events, staff socials, and meeting logistics
* Assist with planning travel arrangements and hosting international visitors
* Support trade show coordination and general marketing activity

**Facilities & Site Coordination**

* Monitor office supplies, manage site access and security, and stay on top of compliance needs
* Build and manage budgets for site-related resources

**Finance & Admin**

* Collaborate with the finance team to monitor expenses and ensure cost control
* Contribute to planning and process improvements across the office

**What We’re Looking For**

**You’ll Need:**

* Strong organisational and time-management skills
* Excellent communication skills—both written and verbal
* A confident, people-oriented mindset and a high level of discretion
* Experience using Microsoft Office or Google Workspace tools
* Ability to lead, support, and motivate a small team
* A self-starter attitude—comfortable juggling multiple priorities

**It’s a Bonus If You Have:**

* Prior experience in a similar office or operations role
* Exposure to finance or HR processes
* A degree in Business, Marketing, Chemistry, Fashion, or a related field

**What You’ll Get**

* Competitive salary based on your experience
* 28 days of holiday (including bank holidays)
* Laptop, phone, and travel expense reimbursement
* Pension scheme
* A supportive, fun, and energetic team culture
* Opportunities to grow with a company on the rise

Thank you for taking the time to apply to OPR Resourcing Specialists. If your application is successful you will be contacted within 7 days. We apologise but due to the high volume of applications we receive we are unable to provide feedback on individual CV's.

Regrettably, we are unable to offer Right to Work Sponsorship.

If you do not currently have the Right to Work in the UK or will need additional support to extend your current Right to Work status, your application cannot be considered.

Please note that by applying for the above job it will be understood that you accept our Terms of Business and Privacy Policy which can be found on our website on the page "Find A Job".