Mark Davies

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Office manager running facilities, suppliers and administration for a 60-person business

PROFILE

Office manager with eight years' experience in administration, the last four running the office for a 60-person engineering consultancy. Manages facilities, suppliers and a £120,000 annual office budget, leads a team of 3 administrators and handles HR administration from onboarding to leavers.

EXPERIENCE

Office Manager, Penrose Engineering Consultants

Cardiff | Apr 2021 – Present

- Manage a £120,000 annual office budget covering rent services, utilities, supplies and maintenance.
- Retendered cleaning and stationery contracts, saving around £9,000 a year without reducing service levels.
- Lead and develop a team of 3 administrators, setting priorities and running monthly one-to-ones.
- Run onboarding and leaver administration for around 15 starters a year, including contracts, IT requests and induction plans.
- Act as the office's health and safety and fire warden coordinator, keeping risk assessments and records up to date.

Senior Administrator, Glanmor Housing Association

Cardiff | Jun 2017 – Mar 2021

- Coordinated board meeting papers and minutes for 6 meetings a year.
- Managed purchase orders and supplier invoices, matching them to delivery notes before approval.
- Led the move from paper files to a shared digital filing system for a team of 20.

Administrator, Severnside Logistics

Newport | Sep 2015 – May 2017

- Processed delivery paperwork and customer queries for a regional depot.
- Maintained driver records and booked vehicle maintenance.

EDUCATION

BA Business Management, Cardiff Metropolitan University

2:2 | Cardiff | Sep 2012 – Jun 2015

SKILLS

Office and facilities management, Budget management, Supplier and contract management, Team leadership, HR administration and onboarding, Health and safety coordination, Microsoft 365 and Excel, Event and meeting planning

CERTIFICATIONS

- IOSH Managing Safely
- First Aid at Work