



OFFICE MANAGER

An exciting opportunity to join the growing The Little Car Company and become the heart of the team. We're looking for an energetic and enthusiastic Office Manager to support the smooth running of the fastest growing automotive company in the UK. This role would be at the centre of the company – you'd be the first point of contact for our clients coming to collect their cars, the first impression for potential new clients and the go-to person for our rapidly growing team. It is a brand-new role so one to flesh out and make your own, but you'd work across the team doing front of house, office and staff management as well as acting as EA for the CEO and Directors.

Summary

Salary: £18,500 pa (part time)

Starting: September 2023

Reporting to: Chief of Staff / Production Director

Working Hours: Monday to Friday 9am – 2pm.

Culturally, we take pride in the way we work and what we achieve. We are committed to advancing the work of equality, diversity and inclusion and we want to attract the best people from the widest talent pool, as well as those who reflect the diverse nature of our society.

About us: The Little Car Company

As it says in the name, we make little cars. But they're more than a little bit special.

The Little Car Company is the world expert in producing exceptional junior cars in partnership with the most elite car manufacturers. This unique partnership guarantees that every vehicle is an official licensed product of the brand. We expertly hand-build each car in the UK, and it is this level of care and attention that delivers the stunning quality for which we are famed.

Our brand philosophy is to produce beautiful cars that allow our clients to share the love of driving across generations and encourage every driver to create memorable experiences today and for years to come.

We're currently working with Bugatti, Aston Martin and Ferrari, with multiple partnerships in the pipeline. We work with the best car manufacturers in the business, so are only looking to recruit amazing talent to our team. Our exceptionally talented team are fuelled

by a determination to create truly remarkable vehicles, whilst having a ton of fun along the way.

Responsibilities:

The role:

This role would be the heart of The Little Car Company. Positioned in the middle of the build hall with our beautiful creations around you, you will be the first point of call for all staff, guests and clients walking in the door. This wouldn't be just a job – you'd be joining the family and make HQ your home.

This will be an integral role within the business; you will be responsible for the smooth day-to-day running of our HQ, creating an upbeat and welcoming atmosphere for our guests and becoming the go-to person at The Little Car Company. You should be meticulous to detail as you will be supporting our CEO and Directors with occasional EA / PA duties, enjoy working independently and setting the structure of your day, thrive on building relationships with those around you, and above all want to make everyone around you to have an easier and more enjoyable day. We're a fast moving start up, and a 'can do' attitude is essential.

Day-to-day responsibilities for Office Manager

Front of House

Be our Front of House by managing all visitors to HQ from suppliers to UHNWIs. This is everything from teas and coffees to disclaimers, NDAs and ensuring our Visitor policy is followed.

Office Management

- Along with the Production Director, support with the running of all Health and Safety deliverables.
- Along with the Production Director, support Facilities Management
- Order and manage stocks of office and kitchen supplies.
- Keep meeting room bookings up to date and managed.
- Manage junior operations roles such as tech audits.

Staff Management

- Book team travel – both national and international.
- Organise staff perk programme.
- Manage uniform supplies and order additional uniform.
- Creation and deployment of annual TLCC Health Questionnaire
- Creation and deployment of annual TLCC Staff Survey and work with the senior management on the subsequent agreed deliverables.
- Keeping staff records with ICE details and changes of personal information up to date

- Working with HR to get all equipment ready for new starters (laptop access, IT equipment, ordering uniform, setting up first day meetings and H&S training).
- Working with HR to get all job adverts out, managing applications getting to appropriate Hiring Manager, chasing hiring managers, dealing with recruiters, offering interviews, chasing paperwork and manage reference applications.
- Run the monthly Extra Mile award and organise relevant prizes.
- Organise staff birthday gifts and cards.
- Create the weekly agenda for and chair the All-Hands Meeting
- Diarise, organize and deliver a minimum of 3 staff events a year.
- Process DBS checks on all staff.
- Be part of the Charity & Sustainability Committee working to provide support to our 2023 charities Alzheimers UK and Mission Motorsport.

EA / PA for CEO and Directors

- Organise travel itineraries and book supporting travel.
- Supports with Expenses.
- Support with booking of interviews.
- Support with ad-hoc EA / PA tasks for the CEO.

What you bring to the table:

Essential:

- Experience as an Office Manager (minimum 2 years)
- Ability to use Excel / PowerPoint / Outlook. Experience in Slack is useful, but not critical.
- Excellent problem solving and lateral thinking skills.
- Extremely organised and proactive.
- Experienced administrator.
- Confident – not worried about telling a colleague their desk needs tidying.
- A hands-on approach to all tasks.
- Team Player. Working coherently with other team members to deliver to the highest standards
- Enthusiastic & passionate about what you do and our products - Striving to go the extra mile.
- Process driven.
- Ability to work under pressure.
- Attention to detail.
- Friendly, polite & professional.
- Willingness to succeed.
- Looking to make the role your own and be here for the long-term.

Nice to have:

- Personal Assistant experience

You don't need to be a petrol head – plenty of the team are not from an automotive background. It is impossible to drive our cars without grinning (we think) so the passion for the product will come!

Generally:

- Comfortable working in a structured environment, but where you have plenty of autonomy, we expect everyone to be high-performing and self-managing. It's an entrepreneurial environment which keeps things interesting but isn't for everyone!
- Switched on and can take the initiative, you don't need to be told what to do all the time. We want people who look for problems and solve them without being asked.
- Self-motivating – you'll have full support along the way, but we won't hold your hand throughout.

...and lots more. Being a start-up, we'd expect whoever assumes the role to have adaptability, flexibility and can-do attitude.

Details / perks

- Full time in at The Little Car Company's brand-new HQ at Bicester Heritage, the UK's first automotive campus. It is a stunning place for any car enthusiast to be based.
- Option to take 1 month off unpaid after 1 year of service.
- Use of the company van on weekends for moving etc
- Summer Party, Christmas Party and an annual TLCC Friends & Family BBQ at HQ
- Free access to the Expert Academy online course
- We are members of the Cycle to Work scheme.
- There may be occasional travel with the company as required, potentially nationally / internationally.
- A full UK driving licence is useful but not essential.
- Opportunity for equity ownership / stock options and compensation will increase as we grow – ultimately you are in control of your destiny and the rewards will be there for the right people.

Keen to apply?

We want to hear from you! Please send us a covering note (maximum 400 words) with why you are the right candidate for this role. Please don't just regurgitate your CV – we are looking for a flavour of you and what you can bring The Little Car Company. Think of this as your own personal highlights reel.

Please note that if you have not heard from us one month after the closing date of the advert then on this occasion then you have not been successful. However, we will keep all applications on file and be in touch if any future roles match your skills.