

New opportunities at Zap-Map

Role: Office Manager / HR Team Assistant

Hours: 30 hours per week over 5 days

Reporting to: CEO

Location: Central Bristol Office (Runway East)

Date advertised: August 2022

The Company

Zap-Map is the UK's leading app and digital platform for Electric Vehicle (EV) drivers, enabling them to search for charge points, plan journeys, pay for charging and share insights with other EV drivers. Our mission is to make charging simple and, by doing so, accelerate the transition to electric vehicles and zero-carbon mobility.

We are a high-growth technology company with over 250,000 cross platform monthly users and, having just closed our Series A fund raise, we are now expanding multiple areas of our delivery capability to unlock the value in our roadmap.

The Role

We are currently seeking an Office Manager and HR Team Assistant who will be responsible for: 1) all general office administration and support in a very busy environment; 2) providing flexible support to the management team; and 3) day to day oversight of HR matters such as staff inductions and orientation, filing, and administration. The role is pivotal to the business and the postholder will be the general go-to person for day-to-day support and advice.

While routine activities will be integral to the role, there is opportunity for career progression and training. The Company provides an annual contribution to training or professional study (such as CIPD).

Key office activities

- General office administration (manage office supplies, centralised filing, etc)
- Responsible for a clean, functioning office environment
- Office point of contact including meet and greet as required
- Equipment and supplier set up
- Provide senior management team with general administrative support
- Coordinate travel for executive team
- Assist with the organisation of company meetings and events
- H&S activities such as provision of first aiders, fire wardens and executing H&S policy issues as they relate to the office environment

Key HR activities

- General records, data, filing and metrics
- Induction programmes and administration of joiners and leavers
- Administration of security passes and security
- Benefits administration
- On-line training administration
- Supporting recruitment activities, such as coordinating interviews

Skills, Knowledge & Experience

- Business Management experience and/or proven office management/administrative skills
- Well organised with close attention to detail
- IT literate, and strong written and verbal communication
- Tactful and ability to deal with sensitive and confidential information
- Common sense, able to think on your feet
- Able to work independently and under pressure and meet strict deadlines
- Flexible to change priorities when needed
- Always looking for ways to improve processes to reduce cost and delivery time
- Confident dealing with all levels of management
- A quick learning self-starter with ambition to take on more responsibility
- We are rapidly expanding, and as such all our employees are required to have an adaptable and flexible approach

Our offer

The EV market is growing at an extraordinary pace with numbers doubling every 12-18 months. Working at Zap-Map means working in a highly dynamic and innovative organisation, where new ideas and developments need to be actioned and deployed quickly, with each day bringing new challenges. As one of the leading UK aggregator businesses in the EV space, you'll have the chance to actively contribute to a more sustainable future.

Your package

- £22,000 - £28,000 FTE salary, depending on experience
- Performance-related company bonus scheme
- Culture of professional development | structured career development

How to apply

Please send a covering letter together with your CV to: alibates@zap-map.com. Direct applications only please, no CVs will be acknowledged or accepted from recruitment agencies.