

Hays highlights office managers bringing added value to business

Submitted by: pr-sending-enterprises

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Hays, specialist recruiter, has announced that although the market for senior office managers has slowed during the last quarter, opportunities still exist for suitably qualified applicants, particularly in the professional and public services sectors.

Competition for office manager jobs (<http://www.hays.com/officesupport/OfficeManager/>) may have intensified in the current marketplace as the number of applicants per role has increased. "Market conditions are dictating salary levels and job volumes at present but demand still exists for the most highly skilled and experienced office managers," said Geoff Collings, Regional Director at Hays Office Support.

Applicants need to be flexible, in terms of salary, location and industry sector. Employers are looking at their costs carefully but jobseekers can improve their chances of securing a role by looking outside their immediate industry sector. Geoff continued, "It is definitely worth considering smaller and medium sized enterprises, which may still be growing".

Senior office managers with the broadest range of skills are best positioned to succeed in the current market, as employers can benefit from the commercial experience that they can bring. "Those candidates who can demonstrate quantifiable examples of the value they bring to a business are sought after. Examples include procurement, tenders and contract negotiations, which can help save costs, drive efficiencies and impact profitability," explained Geoff.

As firms look to restructure and merge roles, there is a requirement for individuals who have experience across a range of areas and office managers can fit the bill perfectly. Facilities management, procurement and contract management, secretarial management and first line IT support can all fall under the remit of the senior office manager.

Versatility is a major plus but employers are also looking for first class people management skills, people that can stay calm under pressure and are natural problem solvers. "Office managers need to think on their feet and be approachable, have excellent prioritisation skills and liaise with internal and external stakeholders alike," Geoff emphasised.

While recruitment activity for senior office managers has slowed across the UK, there are some excellent opportunities for the right jobseekers. Continuing professional development and enhancing skills by taking on a range of responsibilities are important factors in the current climate. "We would urge all applicants to update their CVs and make sure they list all their relevant experience, as employers are being more selective in their hiring," concluded Geoff.

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Note to Editor:

About Hays Office Support

Hays Office Support is part of Hays plc, the leading global specialist recruitment group and specialises in a wide range of admin jobs (<http://www.hays.com/officesupport/Administrator/>) including customer service jobs (<http://www.hays.com/contactcentres/OutboundCustomerService/>) and data entry jobs (<http://www.hays.com/officesupport/DataEntryClerk/>). Hays is the market leader in the UK and Australia, and one of the market leaders in Continental Europe. As at 30 June 2008, the Group employed 8,872 staff operating from 393 offices in 27 countries across 17 specialisms.

For the year ended 30 June 2008:

- the Group had revenues of £2.5 billion, net fees of £786.8 million and operating profit before exceptional items of £253.8 million;
- the Group placed around 80,000 candidates into permanent jobs and around 300,000 people into temporary assignments;
- the temporary placement business represented 49% of net fees and the permanent placement business represented 51% of net fees.

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