



## Office Manager

Futerra is the UK's leading sustainability communications agency; from green to ethical, climate change to corporate responsibility. For over eight years we've helped our clients save the world.

We are recruiting for an Office Manager for Futerra at No 4.

You excel at creating and maintaining an efficient and environmentally friendly working atmosphere. From recycling to wormeries you are keen to explore what makes a happy and eco-fabulous office. You will enjoy being constantly challenged to meet the ever-growing and evolving needs of our dynamic team.

You will juggle the competing priorities of our office, IT and HR functions, with success coming from your unflappable organizational skills. Your pride in a beautifully-designed online filing structure is matched only by your ability to keep a cool head when the IT plays up before a crucial client presentation.

You will need to have a 'can do' attitude, with no job too big or too small. Attention to detail is crucial, as is an understanding that we work in a creative and vibrant environment that can require unconventional creative solutions.

If you are passionate about working with us to make a big difference, then we should talk.

Introduce yourself by sending a CV and one page outlining your greatest success to [jobs@futerra.co.uk](mailto:jobs@futerra.co.uk)

Please have it reach us by **6 July 2009** (we know you always meet even the tightest of deadlines!)