



Office Manager

Reports to: Managing Director

Location: Milverton, Somerset

Hours: 36.5 hours per week

About Organic Herb Trading

For over 40 years, Organic Herb Trading has been at the heart of organic and sustainable sourcing—working with herbs, spices, and botanicals from all over the world. We're a small but passionate team based in the Somerset countryside, supplying some of the UK's best-known ethical and wellness brands.

What makes us different? We care deeply about what we do - from the quality of our ingredients to the relationships we build with our growers and customers. We mix decades of expertise with a curious, forward-thinking mindset, always looking for better, fairer and more sustainable ways to do business.

Role Purpose

To ensure the smooth and efficient running of the office environment, providing high quality administrative support across the organization. Management of personnel & onboarding process including administration of the payroll information

Key Responsibilities

Office Management

- Oversee day-to-day office operations, ensuring a safe, efficient, and well-resourced working environment.
- Act as first point of contact for office-related queries and coordinate general administrative support.
- Manage office supplies, facilities, equipment, and relationships with service providers.
- Organise internal and external meetings, events, and travel where required.
- Work closely with the Senior Management Team to support coordination of business activities.
- Attend key internal and external meetings to take accurate, professional minutes and ensure action points are recorded and followed up.
- Provide support for reporting, budgeting, and audits.
- Maintain administrative records and documentation in compliance with legal and organisational standards.

- Support the onboarding process for new employees and manage key HR admin tasks (e.g. absence recording, staff records).

Payroll:

- Prepare monthly payroll information in collaboration with the Head of Finance for submission to external payroll bureau.
- Ensure payroll data is accurate, complete, and submitted on time.
- Maintain payroll records and handle queries from staff regarding pay, pensions, and deductions.

Finance Support:

- Assist with financial administration, including invoicing, processing expenses, and monitoring purchase orders.

Experience and Skills

Essential

- Proven experience in an office management or similar administrative role.
- Familiarity with HR administration and procedures.
- Hands-on experience processing payroll (in-house or through a provider).
- Strong IT skills, particularly with Microsoft 365 (Excel, Word, Outlook, PowerPoint).
- Basic understanding of finance and bookkeeping.
- High level of accuracy, attention to detail, and discretion.
- Excellent communication and interpersonal skills.
- Strong organisational and time management abilities.

Desirable

- Experience using accounting software.
- Experience in a small business or SME environment.
- Knowledge of health and safety compliance and office risk assessments.

Qualities & Attitude

- Honest and reliable.
- Works successfully with others and contributes to a joint result.
- 'Can do' attitude, responds well to change.
- Good time keeping and ability to meet deadlines.
- Professional and represents the values of the business.

What We Offer

- Competitive salary for a 36.5-hour week (The role is permanent, working Monday – Friday, 36.5 hours per week; (9am-5pm Monday to Thursday, 9am-4pm Friday), based at our HQ in Milverton) - (6 months probation period)
- 25 days holiday + Bank Holidays
- Mediacash health scheme
- Staff buying co-operative & cycle-to-work scheme
- Contributory pension (4% employer contribution)
- Career development & learning support
- A mission-led, independent workplace committed to doing business the right way

How to Apply

Please send your CV and a maximum 2-page cover letter outlining why you believe you are a great fit for this role to HR@organicherbtrading.com, alternatively please send a maximum 5 min video recording of yourself if preferred. Shortlisted candidates will be invited to attend an interview.

Application deadline: Monday 21st July 2025 – early applications are encouraged as they will be reviewed on receipt. We look forward to hearing from you.

Equal Opportunities

We are an equal opportunities employer and welcome applications from all suitably qualified candidates regardless of race, gender, disability, religion/belief, sexual orientation or age. We are committed to creating an inclusive environment for all employees.