

BACKGROUND



THE OFFICE MANAGEMENT
P O R T A L

According to LinkedIn*, there are more than **94,550** people in the UK in office management roles. Most of these roles are unique to their business meaning they can feel isolated and undervalued.

In June 2017, we issued a survey to over

100 office management professionals in the UK to assess the need for a new online space...

“The Office Management Portal”

The respondents were either: Office, Facilities or Operations Managers, PA/EAs or Secretaries, Receptionists or Office Administrators.



The demand for the Portal was evident... This is what we found out...

OFFICE MANAGERS HAVE DIVERSE ROLES

OVER HALF ARE RESPONSIBLE FOR:

- invoicing
- finance
- office supplies
- staff administration



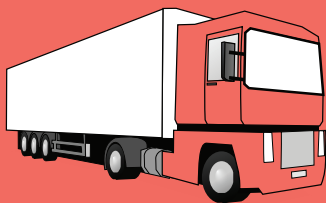
A THIRD FOR:

- mail & print management
- business excellence
- recruitment
- catering & supplies management



A QUARTER FOR:

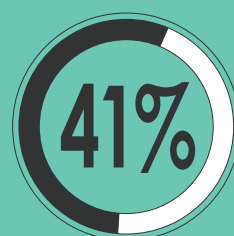
- reception & FoH logistics
- office move management
- training & employee tracking
- health & safety
- office cleaning & waste management amongst others!



HOW DO THEY FIND THEIR INFORMATION?



of Office Managers use **Google** as their go to source of assistance which means they are often spending time searching for information.



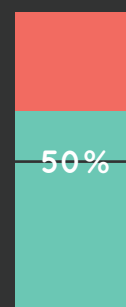
of professionals **download templates** from external sources, rather than create these for themselves to try and save time.



search for **forums or discussion boards** to seek help on role specific topics showing they value the advice of experts.

IS THE PORTAL OF INTEREST?

over 8/10 office management professionals said it is!



... and more than half feel that it could be a good space for them, regardless of experience level.

The most popular features being: Advice and Document Templates, Training Access and E-learning, Health and Safety Assistance, Networking Events, Service and Supply Contacts.

WHAT DO PEOPLE SEE AS IMPORTANT TO THEIR ROLE?



53% say document templates are the most important

accessing a breadth of tools to assist them is critical

training is considered to be key for almost **half** the respondents

and over a **3rd** of professionals consider networking events important

WHATS NEXT?

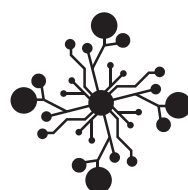
As a result of the survey we created The Office Management Portal – a unique platform that enables you to access all the tools, resources and advice you need to effectively run your office with ease in one dedicated space.

We think it's important that you have a sense of support, development and community to learn and grow in your role.

Interested in joining?

Please get in touch with us:

contact@theofficemanagementportal.com



Black & White
Office Consultancy

The Office Management Portal has been developed by Black & White Office Consultancy

*Snap shot of data taken in July 2017 – excludes Operations Manager (107,771), Receptionist (46,856) and PA (56,423) positions.