

THE OFFICE MANAGEMENT P O R T A L MANAGER APPROVAL GUIDE

We already know office management roles can be undervalued and underdeveloped - it's one of the main reasons we created The Office Management Portal.

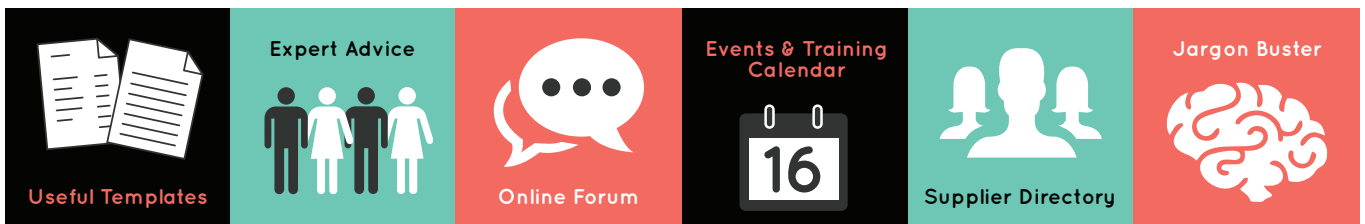
If you're doing a fantastic job every day, keeping all those plates regularly spinning in the office, it can be difficult for a busy manager to see the need for any extra support.

We've received some valuable feedback on this point from our members since launching our platform, so in response we've put together a few helpful pointers to share with your manager (or budget controller). In this guide, we'll help you explain more about how access to the Office Management Portal will save precious time and money, adding plenty of value to benefit both you and your company.

How will your company benefit from the Office Management Portal?

1. First and foremost, it's a HUGE time – and therefore money – saver! Your company will benefit from having access to a wealth of member-only, customisable templates. No more frantic searching for what you should already have in place, deciphering complicated jargon, paying high consultancy fees, or going through lots of unauthorised online templates until you finally find one you can have confidence in. Our templates are created by office management experts, and each one comes with a guide to how you can effectively make use of it. Best of all, you can brand and edit our templates however you wish!

2. You'll have access to a comprehensive directory of vetted, tried and tested suppliers to help with the smooth running of your office... from your pads, pens and plants to your coffee, catering and cleaning – so there'll be no risk of leaving critical office functions to untested amateurs. Our Partner Directory currently holds over 40 competent service and goods providers. Not only that, we can recommend multiple suppliers for the same service, per UK county, so you can easily tender or benchmark them to ensure you receive the best service and price for your business.



3. Your professional development is KEY! In order to stay happy and motivated in a role, and to allow for growth and increased skills that add plenty of value to your company, you need to be developed. Our Portal is a self-learning tool, meaning no valuable time has to be spent out of the office. If you purchase our premium package, you'll also have access to our expert Office Management consultants via email or telephone. For example, if you've got an office move coming up, our templates, advice and forum can help you through the process, ensuring your move runs as smoothly as possible.

There are of course other benefits to the Portal, such as information about our networking events, a calendar full of informative training and supportive events, a jargon-buster, and of course the Forum, where you can easily interact online with our experts and other members.

Does your manager need any more proof about the time-saving, value-added effectiveness of our Portal? If so, ask them to take a look at what our members are saying!

"The Jargon buster is a life saver! Being an Office Manager who is currently organising an office refit and expansion, I found the "Looking for a new space" section tool helpful as it gave me peace of mind with my progress. The forum is fantastic in being able to keep in touch without having to rely on going to networking events".

Joshua Scott, Office Manager, MiniClip

"I think The Office Management Portal is a great tool to really help office management professionals organise themselves and get to grips with running an office. The dashboard was really easy and simple to use, I really liked the partner supplier directory, jargon buster and the ease of downloading any templates I need to do my job. The Office Management Portal holds the answers to a lot of those common office manager questions!"

Laura Castell, Office Manager & Assistant to Operations Team, Sheffield Haworth

"The Portal is great, there's nothing quite like it out there! It's all you need to develop in your office management role. I've already learned so much from using it and I can find everything within a click of a button. This is definitely a service that I will be using going forward and would highly recommend it to both new and experienced office management professionals."

Danielle Johnson, Administration Assistant, Aurium Capital

We hope you find this guide useful and that it supports you in getting the go-ahead. For any questions, or to discuss multiple accounts, please send us a note:
contact@theofficemanagementportal.com

To sign up, simply head to www.theofficemanagementportal.com

We look forward to welcoming you as a member, and as a parting shot, don't forget that you can save around 10% by paying in advance for the year!

Find us on:     **and search "Black and White Office Consultancy"**

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