

STRATUM TM



MINING • A HUMAN ENDEAVOUR

OFFICE MANAGER

STRATUM SA CAPE TOWN, SA

JOB DESCRIPTION

JUNE 2025

1 JOB DESCRIPTION

ROLE	Office Manager
LOCATION	Claremont, Cape Town
REPORTING TO	EA to the MD – Based in UK Head Office
WEB ADDRESS	Stratum-international.com
CONTACT	Lisa Gregory, Head of HR: lisa.gregory@stratum-int.com

2 ABOUT US

Stratum specialises in the human aspect of mining. We are a premium board/executive search and management consulting firm, providing human capital solutions to the mining industry. Stratum provides access to the best professionals from around the globe to companies looking for high performing leaders. We recruit across corporate and technical disciplines at site and head office level. Our clients include junior, mid-cap and major miners and private equity firms/family offices.

Our core focus is:

- Executive Search (HQ)
- Site-Based leadership recruitment
- Advisory Services – Board Advisory, Private Equity Due Diligence, Independent Referencing Assessment

We have offices in London, UK (HQ), Brighton, UK and Cape Town, SA. This is a permanent, part-time role based out of our Cape Town Office.

3 THE ROLE

Stratum is seeking a proactive, highly organised Office Manager to oversee the day-to-day operations of our Cape Town office. This position is ideally suited to a dynamic individual who thrives in a fast-paced environment, demonstrates initiative, and is confident working independently. A solid understanding of the operational requirements of a small to medium-sized team is essential.

The Office Manager will act as the central coordinator for all office-related functions, ensuring the smooth and efficient running of daily operations. The successful candidate will be exposed to a broad range of business activities and will play a vital role in maintaining a productive, well-supported, and positive working environment. This is a hands-on role that demands a willingness to take ownership of tasks, approaching both routine responsibilities and more complex challenges with equal commitment and attention to detail.

Operating with minimal supervision, the Office Manager will be responsible for ensuring the seamless functioning of the Cape Town office, while maintaining regular communication and reporting with our UK Head Office. They will be expected to ensure

that all facilities, equipment, and allocated software are maintained and functioning properly, as well as coordinate team events and internal activities as required.

The role also involves managing basic bookkeeping functions, processing employee expenses, monitoring payments, and overseeing purchasing and supplier relationships to ensure effective procurement and cost control.

The ideal candidate will be self-motivated and capable of making independent decisions aligned with group company policies, backed by sound reasoning and clear justification. Strong executive-level thinking will be essential to succeed in this role.

This role is based at our Cape Town office and, given the international scope of our operations, a degree of flexibility will be required to facilitate effective collaboration across multiple time zones. The position is part-time, comprising approx. 25-30 hours per week, distributed evenly across five working days (5 to 6 hours per day).

4 RESPONSIBILITIES

Office Administration

- Collaborate closely with the Managing Director's Executive Assistant (based in our UK Head Office), providing support and cover as needed.
- Manage travel and itinerary planning when required.
- Organise and plan team events for the Cape Town office, including birthdays, Christmas celebrations, meetings, annual events, and staff anniversaries.
- Prepare and distribute minutes from team meetings.
- Handle general office administration and front-of-house duties such as answering phones, liaising with the building reception desk, greeting guests, and coordinating meetings with visitors.
- Maintain IT system administration, including folder and file management.
- Create and format documents as required.
- Oversee procurement, collections, and ad hoc errands to ensure the Cape Town team has all necessary resources for smooth daily operations, including procurement support for candidates and clients across the business.
- Perform data entry and updates on the company database (Invenias) and assist with database compliance.
- Provide ad hoc project support and undertake additional duties as requested.

Operational Support

- Deliver technical support for the Cape Town office, including IT setup and onboarding/offboarding processes to ensure smooth system operation.
- Monitor office inventory and maintain accurate records.
- Ensure compliance with GDPR and POPIA regulations in collaboration with the Operations Manager.
- Provide support for office-related issues, facilities and equipment, maintaining a physical presence to oversee general office operations.

Vendor and Contract Management

- Manage relationships with suppliers, service providers, and contractors.
- Assist the Head of Operations with client and supplier portal access and handle other document requests and ad hoc tasks as required.

Finance

- Monitor the office budget to ensure cost efficiency.
- Authorise supplier payments to maintain smooth financial operations, including reporting on funds and forecasting payments for the Cape Town office.
- Oversee general bookkeeping and employee expense processing.

Health & Safety

- Ensure compliance with workplace health and safety standards.
- Maintain and update health and safety policies, ensuring staff receive appropriate training.

QUALIFICATIONS AND COMPETENCIES:**Qualifications:**

- University degree or equivalent
- Multi-lingual (asset).

Desired Competencies:

- Qualification in business management or a related field.
- Minimum of five years' experience in a similar management role within a small or mid-sized business environment.
- Prior experience in executive search or recruitment, with a solid understanding of core business functions.
- Excellent IT proficiency and a demonstrated ability to quickly learn and navigate new systems and platforms.
- Strong communication skills and understanding of executive function.
- A results-driven mindset, with the ability to balance organisational objectives with accountability and strategic foresight.
- Excellent problem-solving skills.
- Advanced knowledge of Microsoft Office's suite of products such as Word, Excel and PowerPoint.
- Confident and collaborative team player who understands the importance of discretion and confidentiality in a professional setting.
- Personable and confident nature.
- Exceptional attention to detail and a proactive approach to identifying cost-effective solutions.
- Excellent time management and the ability to prioritise tasks effectively in a fast-paced environment, ensuring deadlines are consistently met.
- High level of cultural awareness and sensitivity when interacting with diverse stakeholders

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Board/Executive Search, Site-based Leadership Recruitment, Management Consulting, Market Mapping/Research/Succession Planning, Due Diligence.