



Office Manager

We're looking for a driven, pro-active and motivated individual to join our growing team!

2026 is an exciting year for [White & Black](#), and we're looking to bring in a dynamic, enthusiastic Office Manager to help support our continued success and development.

Working closely with the wider management team, you'll be instrumental in ensuring smooth day-to-day operations and creating an efficient, welcoming office environment. This is a fantastic opportunity for someone with strong organisational skills who is looking for a role with genuine responsibility and career progression. You'll gain exposure to all aspects of office management and be trusted with a variety of tasks right from the start, playing a vital part in the continued growth of the firm.

About Us

White & Black provides expert strategic legal advice that helps leaders to better manage risks, grow their businesses and maximise their value. We have always had a clear sense of conviction to be different and deliver more to our clients. We challenge the taken-for-granted and unquestioned way things are done in the legal sector. We provide a service that takes ownership of our client's problems, embraces their constantly changing needs and is transparent and open.

Ranked in the Times Top 250 Law Firms for 2025, we've worked with over 40 sectors, including design & engineering, manufacturing & supply products. We redefine the way lawyers deliver their expertise and how they're perceived.

We are an independent, people-first organisation. Committed to equality, diversity and inclusion, we maintain a healthy disregard for tradition and hierarchy. Whilst our client base may be international, investing in the community, environment and economy around us remains central to our operation as a business.

Our Values

Clear and Open Communication: We believe that clear and open communication builds trust and makes for the best relationships.

Ownership Mentality: Your problems are our problems, and we pride ourselves on taking ownership of our clients' aspirations, challenges and opportunities.

Power in Partnerships: We believe in building partnerships and deep connections, not only with our clients but also across our team.

Embracing and Driving Change: We embrace change and believe in fostering a culture of agility. We embrace different ways of working and will work to facilitate your approach to partnership.

What We Offer

- Salary range of £30k – £35k (depending on experience)
- 28 days paid leave, plus 2 additional cultural leave days
- Private health insurance and health cashback programme
- Cycle-to-work scheme

- £50.00 Monthly health and fitness allowance to be used for gym membership, exercise classes etc.
- Bespoke PPD and career development opportunities
- A Grade II listed building workspace in the heart of Oxford
- 1 day a year for volunteering leave

The day-to-day

As a key colleague and visitor contact, maintaining consistency in our internal and external communication is vital. This is a challenging, multifaceted role that requires organisation, diligence and patience. This role sits at the heart of White & Black and is essential for the efficiency of the business.

Building management: This involves getting hands on with maintaining the presentability, functionality and efficiency of our main Oxford office and client meeting spaces. This includes managing our obligations under our office lease and communications with the landlord's agent. You will be responsible for arranging for building maintenance or repairs to be completed and maintaining stock levels of office consumables and stationery.

Operational contract management: You'll be the main contact for and manage all the firm's operational contracts and suppliers across the board. This includes IT contracts, suppliers and subscriptions, managing our obligations under our office lease and communications with the landlord's agent, managing all contracts relating to the building, including utilities, cleaning, garden and waste contracts to name a few. This will include reviewing the efficiency and use of ongoing services, renegotiating and renewing existing or new contracts for services or supplies, as well as researching alternative solutions if required and you will be responsible for maintaining and reviewing business insurance. You will need to be organised, able to prioritise tasks and work to deadlines.

IT support coordination: Our IT support function is external, you will be required to liaise regularly with our IT support network to drive swift, efficient resolutions to any IT support issues that are raised. Under this umbrella, you will be responsible for replacing or upgrading user workstation and IT equipment.

Health and safety: The office is a low-risk environment; however, you will be responsible for maintaining and reviewing office and fire risk assessments, day-to-day management and compliance with fire safety. You will manage the first aiders (ensuring certificates and training is up to date) and you will ensure that regular DSE assessments are carried out and the results actioned in a timely manner. You manage the safe use and security of the office and car park for all users.

Supportive tasks: White & Black team members support each other and turn their hand to whatever it is that needs doing. You may, from time-to-time, be asked to assist with tasks other than those outlined above. For example, general administrative or event support where needed and we love events at White & Black! Whether entertaining our clients, organising and catering for inhouse meetings or training sessions, events or socialising with colleagues.

Who we're looking for

'People first' culture: You'll be empathetic, warm and friendly and willing to take time to build relationships. It's essential to us that you are supportive and committed to the team, willing to go above and beyond for colleagues.

'Doing things differently': You'll have a willingness to learn, adapt and muck in. It's important that you are comfortable in a non-hierarchical environment, you're driven, pro-active and get things done sometimes working to demanding deadlines.



‘Power in collaboration’: You’ll be committed to something bigger than yourself, believing in the power of team-working and collaboration.

‘Autonomy to grow’: You’ll have a growth mindset, happy to take ownership of your work, career development and L&D. You’ll be ambitious, solutions-oriented and puts yourself forward at every opportunity to grow and develop.

Role specific Experience

- Excellent spoken and written communication skills
- The ability to communicate complex, multifaceted issues accessibly and concisely
- Excellent time management, problem-solving and organisational skills
- Experience in managing multiple work streams at one time
- Excellent accuracy and attention to detail
- Ability to manage your own workload taking ownership and responsibility for the role
- Demonstrable experience in an office operations role
- Experience of working in a professional environment would be beneficial

Working Pattern

We anticipate this role being full-time, however part-time and flexible hours will be considered. This is a permanent position that due to its nature requires the successful candidate to be based at our office in central Oxford.

How to Apply

Please submit your CV and Cover letter to applications@wablegal.com – addressing your email to our CEO, Victoria Wright.

Your Privacy

Our Candidate Privacy Notice tells you how and why we use your personal data as well as your data protection rights.

[Click here to view our Candidate Privacy Notice.](#)