

David Black – Office Manager



What is important to me?

- My friends and family
- Being a valued member of the team
- To try and do the best and succeed at all I do
- Being there to support all of my colleagues
- Doing all tasks asked of me to the best of my ability
- Maintaining a good work/life balance

What do people like and admire about me?

- Friendly
- Supportive
- Hardworking
- Motivated
- Approachable
- Team Player
- Enthusiastic

How best to support me?

- Give me clear deadlines
- A good, friendly working environment
- Communicate with me and keep me up to date
- Supply me with a constant source of chocolate
- Structured systems and procedures

