

# OFFICE MANAGER

## Job Type: Full-Time Employment

Summary Overview: An Office Manager oversees staff, implements procedures, maintains administrative systems, and works closely with other departments such as human resources or legal counsel. They take care of tasks that comprise allocating physical resources like office space and supplies as well as scheduling internal events and supervising operational personnel, such as administrative staff, accountants, and technicians.

## Essential Functions:

- Organize meetings and manage databases
- Book accommodation and transport
- Organize company conferences and events
- Order furniture and stationery
- Deal with complaints, correspondence, and queries
- Prepare presentations, reports, and letters

## Education:

A minimum of a high school diploma, Bachelor's degree and preferred Master's degree

## Day-to-Day Responsibilities:

- Monitor and supervise the administrative staff work
- Manage office budgets and expenditures
- Coordinating with suppliers, clients, and staff
- Implement and maintain office administrative procedures and systems
- Delegate tasks to subordinates, conduct induction programs for new hire and ensure health and safety guidelines are updated
- Use different software packages and attend meetings and conferences with senior management
- Assist the HR function of the organization by keeping employee records up to date, conducting interviews, undertake accounting tasks and possibly handle company's social media channels.

## Skills:

- Communication; they interact and collaborate with management, co-workers, customers, and direct reports.
- Attention to Detail; it is imperative - from ordering supplies for the office to complying

- with OSHA regulations, ensuring that every detail is correct.
- Leadership; they have the authority to control the support staff - discipline, motivate,
- resolve conflicts and problems on a regular basis.
- Analytical; figure out the cost savings and inefficiencies as part of their routine job.