# **Office Manager Job Description**

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## **Job Summary**

An Office Manager plays a crucial role in ensuring the efficient functioning of an organization by overseeing various administrative tasks and managing office resources. This position is pivotal for maintaining a productive and organized workplace, enabling other staff members to perform their roles effectively. The Office Manager coordinates office activities and operations to secure efficiency and compliance with company policies, manages office supplies, schedules meetings and appointments, and provides general administrative support to employees.

## **Responsibilities**

### **Administrative Management**

* Oversee and coordinate office administrative procedures and review, evaluate, and implement new procedures.
* Establish work priorities and ensure deadlines are met and procedures are followed.
* Manage office supplies inventory, anticipating needed supplies, placing, and expediting orders for supplies.
* Maintain a safe, secure, and pleasant work environment.

### **Support and Coordination**

* Provide administrative support to senior management and other staff.
* Schedule and coordinate meetings, appointments, and travel arrangements for managers or supervisors.
* Prepare and edit correspondence, reports, memos, forms, and presentations.

### **Communication**

* Serve as the point of contact for internal and external clients.
* Handle incoming and outgoing communications, including phone calls, emails, and mail.
* Welcome visitors and direct them to the appropriate person or office.

### **Records and Documentation**

* Maintain office files and records, ensuring they are up-to-date and properly managed.
* Develop and maintain a filing system.
* Ensure data integrity and confidentiality.

## **Requirements and Skills**

* Proven experience in office management or a similar administrative position.
* Proficiency in MS Office (Excel, Word, PowerPoint).
* Excellent organizational and time management skills.
* Strong written and verbal communication skills.
* Attention to detail and problem-solving skills.
* Ability to multitask and prioritize work.
* Interpersonal skills to interact effectively with all levels of staff and external contacts.

## **Education, Experience, and Licensing Requirements**

* High school diploma or equivalent; a degree in Business Administration, Human Resources, or a related field is preferred.
* Certification in office management or administration is a plus.
* Any of the following certifications are a plus: Certified Administrative Professional (CAP), Microsoft Office Specialist (MOS), Project Management Professional (PMP), Six Sigma Certification.