



JOB DESCRIPTION

OFFICE MANAGER

COMPANY DETAILS

Provide potential candidates a brief overview of your company. Employees are much more likely to engage and connect with a company that can explain their ethos and mission. You can provide links to videos, or your company website.

OFFICE LOCATION:

ROLE OUTLINE

Our company is seeking an office manager to handle administrative duties and organise everyday office tasks. The officer manager's job is to encourage and preserve a pleasant workplace environment, and to make sure the office runs to its maximum potential at all times. You will be tasked with maintaining office efficiency, communication, as well as safety. The chosen candidate's responsibilities will include, but are not limited to, arranging meetings, restocking office supplies, welcoming office visitors and guests, and providing general support across the board to staff. Prior experience in a role such as administrative assistant or front office supervisor would be beneficial for this position. The successful applicant will be proficient in all Microsoft Office applications, especially Outlook, Word, Excel, and PowerPoint. The office manager should facilitate the efficient functioning of the office's day-to-day procedures and operations.

POSITION STATUS: CASUAL/PART-TIME/FULL TIME/CONTRACT (SELECT ONE)

DUTIES AND RESPONSIBILITIES

The successful applicant will carry out the following duties and responsibilities:

- Efficiently perform daily office tasks including ordering supplies, collecting and sending mail, arranging office maintenance, and office shopping
- Arrange the appointments and meetings of various employees
- Create an efficient filing system
- Connect incoming calls
- Assist any office visitors or guests with their enquiries
- Ensure a high level of cleanliness within the office, and arrange and necessary repairs

of furniture

- Maintain good relationships with office vendors and service providers so that the best price negotiation can always be made
- Organise office events and functions, including conferences or celebratory proceedings
- Coordinate with IT staff for computer updates
- Complete office invoicing as instructed by accounts
- Assist in managing the office budget, and provide reporting on the expenses
- Provide assistance when new employees are being onboarded
- Answer any employee questions about office management
- Keep in regular contact with service vendors such as caterers, cleaners and security

REQUIREMENTS

The successful applicant will have the following experience and skills:

- Previous experience in a similar role, such as administrative assistant or front of office manager
- A high level of proficiency with Microsoft Office, especially Excel, Outlook, Word, and PowerPoint
- An understanding of office procedures, responsibilities, and systems
- Experience using office equipment such as printers, PCs, fax machines, and scanners
- An understanding of email scheduling software
- Exceptional time management skills, with the skill to multi-task and prioritise tasks
- High level problem solving skills a keen eye for detail
- Outstanding verbal and non-verbal communicational skills
- High levels of organisational ability, and the ability to seek and suggest office improvements
- A high school degree, with qualifications as a secretary of administrative assistant a plus

Please provide a full cover letter and resume to the manager to be considered for this role.

CONTACT DETAILS

Manager Name	
Store Number	
Email Address	