# Office manager job description template

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| **Location** | Insert here |
| **Job type** | Permanent full time/permanent part time/casual/temp |
| **Salary** | Insert here |
| **Contact** | Insert here |

## About the company

## [Provide potential candidates a brief overview of your company. Employees are much more likely to engage and connect with a business that can explain their ethos and mission. You can provide links to videos, or your company website, details of benefits and information about why a candidate would like to work for you.]

## About the role

We are seeking an office manager to handle administrative duties and organise everyday office tasks. The office manager will facilitate the efficient functioning of the office’s day-to-day procedures and operations, and lead a small team of administration assistants.

The successful applicant will welcoming office visitors and guests, arrange meetings, restock office supplies, and provide general support across the business. You will be proficient in all Microsoft Office applications, especially Outlook, Word, Excel, and PowerPoint.

Key responsibilities include (but are not limited to):

* Manage the office and a small team of professional colleagues.
* Take ownership of both individual and team-level tasks.
* Respond to inbound sales, service and support enquiries via phone and email.
* Provide effective administration support to functional areas across the business.
* Create and maintain data within the organisation’s CRM.
* Process payments, raise orders/invoices for projects and MYOB processing and reconciliations.
* Provide support for diary management, meetings and appointments, stationery and correspondence.
* Assist with projects regarding coordinating correspondence, planning and scheduling.
* Foster a positive and supportive culture.

## Skills and experience

* A minimum of 2 years office management experience, leading a small team.
* Demonstrated time management and priority management skills.
* A passion for excellent customer service.
* A high level of attention to detail and highly developed organisation skills.
* Experience using Microsoft Word, Excel, MYOB and CRM systems.
* Strong experience managing ad-hoc requests, handling multiple projects at once.
* Superior verbal and written communication skills and a can-do attitude.

## Remuneration

Insert here

## How to apply

To apply please send your CV and cover letter to [insert email address here].