

Office Manager: Job Description

The Office Manager will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness. The Office Manager is responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control, and scheduling.

Energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of administrative and executive support related tasks and able to work independently with little or no supervision. Well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people and diverse clients.

Responsibilities:

- Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands
- Organize and schedule meetings and appointments
- Organize office operations and procedures
- Provide general support to visitors
- Manage executives' schedules, calendars and appointments
- Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed.
- Ensure filing systems are maintained and current
- Establish and monitor procedures for record keeping
- Oversee adherence to office policies and procedures
- Implement procedural and policy changes to improve operational efficiency
- Monitor and maintain office supplies inventory
- Handle customer inquiries
- Invoicing on a monthly basis. Client communication regarding late invoices.
- Project tracking to ensure proper invoicing/contract management.

Requirements:

- Proven office management, administrative or assistant experience
- Knowledge of office management responsibilities, systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- Knowledge of accounting, data and administrative management practices and procedures³