



Office Manager Job Description

Your responsibility as an office manager is to oversee the administrative activities that facilitate the smooth running of an office, organising people, information and other resources and facilities. You'll ensure that office equipment is maintained to the appropriate quality and quantity, relevant records are up to date and all administrative processes work effectively.

Responsibilities

As an Office Manager, you'll need to:

- Organising meetings and managing databases
- Minute taker of key meetings
- Booking transport and accommodation
- Managing admin of staff travel
- Ordering office supplies such as stationery, furniture and sundries
- Organising company social events
- Dealing with reception duties, correspondence and queries
- Preparing letters, presentations and reports
- Managing office budgets
- Liaising with staff, suppliers and clients
- Implementing and maintaining procedures/office administrative systems
- Organising induction programmes for new employees
- Ensuring that health and safety policies are up to date
- Using a range of software packages
- Assisting the organisation's HR function by keeping personnel records up to date, arranging interviews and so on.
- Overseeing building projects, renovations or refurbishments

- Helping businesses to relocate to new offices and to make decisions about leasing
- Ensuring that basic facilities, such as water and heating, are well-maintained
- Overseeing and agreeing contracts and providers for services including security, parking, cleaning, catering, technology and so on

Skills You'll need to have:

- Reliability and discretion: you will often learn of confidential matters
 - Excellent organisational and time-management skills
 - Knowledge of Microsoft office suite (Word, Powerpoint, Excel) and other commonly-used office packages
 - Strong IT and typing skills
 - The ability to prioritise tasks and work under pressure
 - Good teamworking skills and the ability to “make things happen”
 - Excellent interpersonal, oral and written communication skills
 - Attention to detail
 - Flexibility and adaptability to changing workloads
 - A problem-solving approach to work
 - Project-management skills
 - A familiarity with legislation in the areas of employment, equality and diversity and data protection - this is useful, but not essential.
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- Salary dependant on experience