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# Example of Administrative Office Manager Job Description

Our company is hiring for an administrative office manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administrative office manager

* Assist with scheduling of meetings, booking of rooms, equipment and refreshments
* Cover of telephones
* Assist at events and other ad hoc activities
* Ensure the office is tidy and appears professional at all times
* Point of contact for vendors
* Organise post, taxis, couriers
* Keeping track of and ordering stationery and pantry supplies
* Maintaining the printers
* Monitoring the Nordic e-mail boxes
* General IT management and support for the office

## Qualifications for administrative office manager

* Ability to work independently within specific parameters/guidelines to support the execution of activities
* Track the progress of on-going projects and maintain calendar for upcoming ones
* Maintain a positive attitude and disposition
* Effectively communicate with and manage vendors
* Oversee, provide education/ guidance, monitor, track the deliverables of the analysts stretch teams (Focus Teams/Analyst Committees) on core program activities delivered by the analysts eg
* A proactive and self motivated individual, with the ability to organise your own workload