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# Example of Office Director Job Description

Our growing company is looking for an office director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for office director

* Assists with retention strategies to support culture and reduce turnover
* Provides timely and accurate policy interpretation
* Collaborates with the leadership team to help develop, define and execute the talent strategy as part of the overall business plan
* Management and reporting against program plans and delivery commitments
* Governs consistent processes, tools and guidelines for the portfolio and ensures that they are followed in support of the enterprise project management discipline and governance
* Manages holistic resource forecasting and planning in order to ensure that both internal and external resources are available to all programs and projects as needed
* Manages Development Partner relationships in order to ensure consistency in expectations, work products and deliverables
* Leads and directs project managers assigned to the JM&A project portfolio and provides guidance and oversight in the creation of program/project management deliverables
* Oversees and coordinates the procurement of project related staffing
* Single point of escalation for issues and risks related to programs and projects in the JM&A project portfolio

## Qualifications for office director

* BA/BS degree or equivalent practical experience is preferred
* Proven software experience – sales – business development within a technology company
* 5+ years senior hotel operations management experience
* Knowledge of industry standard tools and processes, including trading modelling and execution systems financial data warehouses
* 5 years of post-MBA experience with top-tier strategy consulting firm preferred
* Prior Supply Chain experience preferred