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# Example of Office Supervisor Job Description

Our company is searching for experienced candidates for the position of office supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for office supervisor

* Prepare budget proposals and monitor expenditures for office during the fiscal year
* Maintain physical inventory (tagging items, updating spreadsheets, monitor warranties)
* Help coordinate travel activities for associate dean and students
* Coordinate facilities items (maintain keys/ISAAC access, cleaning, golf cart maintenance)
* Maintain and prepares reports as request by associate dean (tracking M&G cards, parking passes, tec.)
* Act as liaison to various groups (UTO, other campuses)
* Point of contact when associate dean is out of the office
* Update general Poly website pages
* Assist with coordinating and planning general college events (parent socials, general open houses, dean’s events)
* Participates in college events as needed (Fall Welcome, Family Weekend, Homecoming, Convocation)

## Qualifications for office supervisor

* Maintain master calendars, assist with creating flyers and other marketing materials
* Supervises two or more part-time, full-time and/or student employees on a regular basis
* Oversee, assist, direct and train student dispatchers to ensure expected performance levels
* Maintain and ensure that a high level of professional communication (in accordance with FCC rules) takes place at all times
* Maintain and keep on file, reports and log sheets associated with the key box
* Ensure that the dispatch area is secure at all times