



# Example of Manager Office Job Description

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Our innovative and growing company is looking to fill the role of manager office. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for manager office

- Serve as the point person for the office in all administrative matters including managing building access, providing new employees with ID badges and equipment, managing the shipping of packages office supplies for the office, and managing new employee on boarding logistics in partnership with HR and hiring managers
- Maintain relationships with building staff and local vendors (supplies, transport)
- Responsible for working with the finance team in NY to process invoices from local vendors expense reports for Durham staff
- Answering phones during the day for all incoming calls and talking to members
- Fax to all 2000+ Members using fax service
- Handling mailings, including folding inserts, stuffing envelopes
- Ordering office supplies and finding the best prices
- Texting out weather updates during winter early in am (6 am or earlier)
- Helping at trade shows/regional meetings - booth, registration, Member issues
- Handling all FedEx include reconciliation of billing

## Qualifications for manager office

- A healthy working knowledge of working with and providing basic

- An upbeat and personable attitude
- Running once a month birthday party celebration for employees, getting cards signed
- Previous experience as an Administrative Assistant or Office Manager
- Review building security and associated support facilities that will enable a secure office to be maintained