



Example of Office Leader Job Description

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Our growing company is searching for experienced candidates for the position of office leader. 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 office leader

- Responsible for the hiring, supervision, development and evaluations of staff members, establishing and approving budgets for the group
- To provide training and development opportunities for new associates
- To manage the day to day transactional operation of the Staff Office (HR), planning, organising and delegating work to team members (that includes sickness absence, annual leave, performance management processes, recruitment and other HR duties), monitoring progress, intervening and escalating issues to the Senior HR Advisor as required
- Manage the performance, induction and development of the administrative members of the team
- Support and guide team members, in welfare issues, escalating as necessary to the Senior HR Advisor or specialist support areas
- Further develop the team's service level agreements and deliver against these, adapting them according to changes in workload and customer requirements
- Demonstrate clear planning skills
- Ownership of the planning and forecasting function for complaints management and administrative functions
- Implements brand and Group projects
- To lead a team of Front Office Hosts

Qualifications for office leader

- Systems administration (web based systems) related to contract and/ or document management
- Systems administration (web based systems) related to vendor risk management
- Analytical ability with capability to gather relevant data from appropriate sources, identify issues, applying logical reasoning to determine relationships and develop results orientated conclusions and make recommendations
- Bring technical expertise for the most demanding projects and participate to the proposal review process to the quotation preparation and to project follow up
- Excellent verbal and written skills, ability to multitask
- Registered Professional in civil engineering (P.E)