



Example of Office Leader Job Description

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

Responsibilities for office leader

- Helps encourage customer loyalty by developing friendly and personal relationships
- Handles any guest feedback
- Helps bring the MGallery brand concepts to life
- Passes on information as necessary to other departments and to other members of the front desk team
- Provide daily direction and communication to the San Francisco Office Services team of four team members to ensure support services are executed in a timely, efficient and knowledgeable manner
- Maintain vendor relationships with courier services, janitorial services, plant maintenance, archiving, and shredding service providers
- Be responsible for PMO activities in a mature and organization-focused manner, providing a professional image
- Plan and ensure the successful management of designed business solutions utilizing the resources of the PMO Office, IT and assigned project teams
- Have expert experience in Project/Program Management tools and able to lead in the coaching and mentoring of team members to help them achieve individual expectations and deliverables
- Provide technical assistance in identifying, evaluating and developing methods and procedures that are efficient, effective and meet good business practice

Qualifications for office leader

- Ability to successfully manage clients and projects in a collaborative fashion and interface with Brown and Caldwell's local, regional, and national water and wastewater practitioners help mentor junior staff
- Researches applicable policies, consults with supervision if needed to evaluate situations, decides on correct responses and communicates answers to customers
- Registered Professional in civil engineering (P.E.Ohio), architecture or urban planning preferred or the ability to obtain an Ohio PE
- Professional registration in Kentucky, or the credentials to obtain registration in a timely manner is also required
- Able to perform a variety of clerical duties and do basic math