



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

- Ensure project requirements are achieved in a timely fashion and within budget guidelines
 - Assemble project documentation, identify needed resources, assign responsibilities and develop timeframes to facilitate successful completion of project activities and deliverables
 - Determine project costs/ensures delivery on time and within budgetary guidelines
 - Performs cost/benefit analysis of actions and initiatives
 - Develop the PMO function to focus upon pro-active, value added project management services that deliver efficient and cost-effective project management support
 - Ensure continued adoption of Project Management Framework/Governance including Quality Assurance process and procedures, Project Planning and Control mechanisms, Financial Management tools and the Risk, Issue and Change Management
 - To perform all Front Office Clerk duties in accordance with the Job Description
 - To supervise and monitor the day to day activities of the reception desk
 - To be responsible for the effective and efficient rostering of employees
 - To allocate day to day work tasks to staff in order to reach department goals and objectives
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- 6 months experience in sales environment
- Maintain office floor maps
- Place orders with multiple suppliers
- Ensures appropriate levels of office and kitchen supplies on a daily basis
- Provides reception coverage for breaks and as otherwise needed
- Lead Life Safety Team