



# Example of Office Manager Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

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

## Responsibilities for office manager

- Order office and kitchen supplies and re-stock bottled water in refrigerator
- Assist company Controller to Prepare Audit packages for all deals
- Coordinate of travel arrangements for office (Flight, Ground, Hotel)
- Manage the reception area and receive incoming phone calls
- Supervise and coordinate all administrative activities as it relates to the office
- Coordinate logistical details associated with day-to-day operations of the business
- Manage day-to-day facilities
- Walk the floors
- Managing reception and hospitality and serve as back up
- Interface with building

## Qualifications for office manager

- Experienced with MS Excel and Google Docs/Calendar
- Schedule and supervise scheduled maintenance appointments
- Address any issues that may arise
- 4+ years of postgraduate OM experience
- Demonstrated success in a fast-paced, deadline-oriented environment
- Supporting office expansion and lease management and coordination with office space providers