



Example of Office Manager Job Description

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Our company is searching for experienced candidates for the position of office manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for office manager

- Keep an inventory of and maintain office and kitchen supplies
- Serve as the point person for IT help and support
- Maintains office systems and procedures
- Administrative assistant to Executive Director and Managing Directors
- Works with Finance Director and Bookkeeper to maintain proper bookkeeping records
- Troubleshoots copiers, printers, fax machine, and postage meter
- Opens and distributes mail and other incoming/outgoing deliveries
- Posts job openings and collects resumes
- Handles inventory and sales of AIA contract documents
- Maintain member and customer profiles

Qualifications for office manager

- Files and helps maintain financial and Human Resources documents
- Orders supplies, disburses petty cash, answers telephone and email inquiries
- Scheduling and planning meetings
- Other office duties as needed
- Two – four years administrative office experience
- Good-natured, self-starter, ability to work independently