



# Example of Office Manager Job Description

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Our company is growing rapidly and is looking for an office manager. 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 manager

- Design and implements office policies by establishing standards and procedures
- Manage the office occupancy and enforce seating standards
- Operate the switchboard, first point of contact for visitors and administration
- Manage the Receptionist desk
- Arrange domestic and international shipments and assist with any shipments from other offices
- Supervise adjacent small offices
- Coordinate booking of large office meetings and events, assist with client external and internal audits, and, identify and evaluate suppliers for office equipment as due diligence to ensure that stocks are maintained
- Provide necessary goods and services cost effectively within the budget
- Maintain office equipment (copiers & printers, shredders, mail, UPS, and postage)
- Identify any improvement needs, carpet, paint, repairs, changes required

## Qualifications for office manager

- Ability to handle multiple, simultaneous tasks in a fast-paced office
- Comfort on Mac computer, Office Suite, Quickbooks
- Extremely developed organizational skills
- A solid facilities background and experience of similar sized office

- Proven track record of financial budget management across multiple Facilities Management categories
- Methodical in approach to tasks but innovative in approach to solutions/problem solving