



Example of Office Manager Job Description

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Our company is hiring for an office manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for office manager

- Responsible for timely and accurate processing of payroll including compiling, checking and transmitting to Corporate, all related recordkeeping
- Manage general office procurement – stationery, consumables, kitchen supplies
- Coordinate with appropriate State authorities to manage accreditation for Representative office and its foreign employers, registration and renewal of statutory documents
- Taxi and Transfer suppliers & agreements
- Set a superior standard for clients, vendors, and visitors
- Work with the Operations team to implement a one of a kind office space and experience
- Interact with clients, vendors and visitors daily and ensure that guests are welcomed, escorted to appropriate rooms
- Provide employees the resources they need by establishing organized office operations and procedures
- Manage all office maintenance requests and enter guests into our building system
- Work with vendors to manage all inventory of office supplies, food, and beverages

Qualifications for office manager

- Sound I.T knowledge, able to use a wide range of software packages.- PowerPoint, Excel and Word (CAD, ServiceNow, SAP, Box are a plus)

- 3+ years of previous experience as an Office Manager
- Lead communication and coordination efforts at the location for company efforts such as United Way, Habitat for Humanity, Employee Appreciation Week, record retention
- Provide location specific information to visitors to the site (hotels, restaurants, directions from airports)
- Working with the onsite managers, coordinate the drafting and updating of the location-specific policies regarding inclement weather and disaster recovery