



# Example of Office Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of office manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for office manager

- Facilitate conference calls & corporate training sessions
- Maintain and order general office supplies, coffee, copier & printer supplies including making service calls as needed
- Maintain Public Files including quarterly issues/programming, listener input, and political
- Maintain Tap Scan Sales Management/IRS including setting up new AE's, adds, changes
- Maintaining general office appearance including building maintenance and kitchen facilities
- Maintaining Bill Payer accounts and Barter services including assisting with trade agreements
- Assist with new hire set-up/on boarding process including ordering of phone lines, clearing office/cubicle space as necessary, nameplates, hardware
- Coordinate infrastructure and facilities issues for the division
- Assist the Business Management team with ad hoc projects as needed
- Supervise and coordinate all administrative activities of the office

## Qualifications for office manager

- Excellent business writing and proofing skills required
- Experience utilizing a variety of computer systems including, but not limited to Microsoft Word, Excel, PowerPoint, Explorer, Tap Scan, Media Audit & Scarborough

- Wide Orbit or similar broadcast traffic system experience a must
- Manage phone and mail for office
- Prepare sales quotes, pricing and deposits for jobs