



# Example of Office Operations Job Description

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Our company is growing rapidly and is hiring for an office operations. 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 operations

- Manage seating and space allotment for both offices
- Serve as primary contact for property management in both buildings
- Coordinate with outside vendors on maintenance requests, office enhancements and upgrades, furniture installations and deliveries
- Directly manage the receptionists at both offices
- Manages the local finance/accounting operations in conjunction with corporate finance, including accounts payable and accounts receivable
- Directs the maintenance of listing and transaction files, ensuring compliance with local, provincial and federal regulations, Real Estate Commission rules and compliance with corporate policies
- Manages the procurement and maintenance of office supplies and equipment and coordinates and maintains vendor service contracts in conjunction with the national office
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- Plans and manages office construction and moves as required
- Works with Leadership and Operations team to understand the business holistically, do regular and ad hoc reporting for key functions, and provides trend analysis and recommendations for business solutions

## Qualifications for office operations

- Exercise judgment and make decisions to promote smooth work flow in a team environment with changing demands to ensure that customer and control center personnel needs are met
- Demonstrated ability to produce high quality work, handle competing priorities, effective organizational skills with attention to detail, and the ability to work well under-pressure, juggle tasks and work efficiently against deadlines
- Willingness to recommend changes to improve and/or refine current office paperwork flow/processes
- Maintain regular, dependable (scheduled or unscheduled) work attendance
- Work with sensitive information in a confidential manner
- Accept ownership, be accountable and deliver on commitments and assigned projects and all essential job duties and requirements