



# Example of Office Operations Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is searching for experienced candidates for the position of office operations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for office operations

- Facilities management for Minneapolis office including vendor relationships and repairs
- Owner of various on and offsite events including quarterly all-hands meetings, holiday party and regular social engagements for the office
- Greet clients, recruits and guests
- Vendor management (real estate, IT, food/beverage, cleaning)
- Office maintenance (stocking, office décor, kitchen management)
- Manage functional activities pertaining to office operations and administrative support, manage the team's performance and career management
- Manage the physical space of 601 – desk spaces, conference rooms, Mother's Room
- Maintain orderly control of storage spaces in building
- Serve as a local facilities point of contact for the business teams located at 601
- Distribute communications to business teams located at 601 as needed (via email or posters displayed in the space) – building updates, space reminders, RL/CM announcements

## Qualifications for office operations

- Ability to manage multiple administrative positions within the organization

accomplishment

- Must be able to work as a team, take direction from supervisor(s), keep required work schedules, focus attention on details, and follow safety and work rules
- Active Top Secret Clearance with SCI on an SSBI completed within the past five (5) years
- Advanced skills in use of computer applications including internet, word processing, spreadsheet, database and presentation software
- Must have excellent organizational and prioritizing skills, and strong communication skills to interact with management, employees and customer