



# Example of Office Operations Job Description

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

## Responsibilities for office operations

- Duties and tasks require simple analysis and use of individual judgment and are sometimes non-routine
- Performs a variety of semi-complex office duties, such as document processing, record-keeping, data entry and report compilation
- Requires knowledge and ability to follow established policies, procedures, and practices
- Identify, implement and maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement
- Organize and coordinate office projects and events
- Train, advise employee and contingent workers
- Manage the staffing agency contract and performance
- Complete operational requirements by scheduling and assigning employees
- Assist the OCTA President to achieve financial objectives by adhering to the approved annual budget
- Oversee several HR services to ensure policies, programs and processes are properly administered and serves as a front line resource relative to employee HR inquiries

## Qualifications for office operations

- Ability to live in ambiguity and “wear all of the hats” to support the constantly changing needs of the business
- Ability to participate in periodic after-work team activities (onsite and offsite)
- 1-3 years of prior relevant work experience, with prior Office / Administrative

- Bachelor's Degree in Business Administration or other relevant field of study is required
- Minimum of 5 years office administration/management experience in a corporate environment is required
- Some knowledge/experience in HR policies and processes including recruiting and selecting talent, personnel records, HRIS systems, attendance tracking, compensation and benefits, payroll and performance management