Office Manager Job Description Sample Template

We are seeking an Office Manager to take on the responsibility of all corporate office functions. In this position, you will manage oversight of all internal departments, from payroll processing to information technology. You will support and oversee staff and office systems in order to create a smoothly functioning business that helps increase our overall profitability.

You will work with vendors to ensure office equipment is functioning properly. You will oversee finance to be sure bills are paid promptly, work with human resources to make sure new employees are onboarded properly, and bookkeeping to ensure quarterly taxes are paid on time.

You must be a strong and motivating figure, helping our firm create an efficient office space that operates at maximum capacity with minimum risk and cost. We will value your insight into how to improve basic workflow functions, and how to plan more effectively while striving toward our corporate goals.

In this role you will report directly to the company President while overseeing an internal team of 12 employees. You will be responsible for quarterly P&L reports as well as annual planning and other benchmark reporting.

We would prefer a professional with five years experience in a busy company. A Bachelor's Degree in Finance or other administration credentials is preferred.

Responsibilities

* Organizes and manages all office operations and facilities to keep it running smoothly.
* Helps set the course of business strategy and assists in implementation.
* Oversees or does payroll processing and procedures.
* Responsible for office correspondence.
* Manages petty cash and office finances.
* Develops office policies that govern the capture of historical data on the company including employee records or financial documents.
* Responsible for purchase or repair of office equipment.
* Maintains all federal, state, and local certifications including OSHA, and labor rules.
* Facilitates the creation of benchmark reporting to track office or department functions and overall business ROI.
* Oversees or participates in hiring, training, and disciplining employees.
* Networks with industry resources to build the business.
* Prepares annual budgets, analyzes P&L statements, and corrects operations to achieve financial goals.
* Tracks supplies and completes ordering.
* May report to internal or external stakeholders including company president or board of trustees.

Required Skills

Educational

* High School Diploma or General Education Diploma (GED) required.
* A Bachelor’s or Associate’s Degree in business management may be required.

Technical

* Proficient with word processing, spreadsheets, and presentation software.
* Knowledge of the Microsoft Office suite.
* Proficiency with accounting software such as Intuit QuickBooks.
* Ability to use scanners and photocopiers.
* Knowledge or ability to learn project management software, enterprise resource planning (ERP) tools, inventory software. or customer relationship management (CRM) software.
* Comfortable with modern communication tools, from email and Skype to phone apps.

Communication/Organizational

* A strong leader.
* Strong analytical skills to track progress in the organization.
* Excellent written and verbal communication skills.
* Exceptional people skills and a pleasant but firm demeanor.
* Ability to facilitate collaborative communication.
* Active listener with good reading comprehension.
* Strong organizational skills with a high level of responsibility.
* Ability to work under deadlines and multitask.
* Very detailed and methodical.
* A good troubleshooter and problem solver.

Benefits

* Full-time with benefits, or part-time.

How to Apply

* Apply by forwarding your resume along with a cover letter.