

# Office Manager

Job Description #63362

5/1/2017

Transportation With Mo` Inc.

MS. AVERY



# Office Manager Job Duties:

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Responsible for the organization and co-ordination of office operations, procedures and resources to facilitate organizational effectiveness and efficiency.

## **Main Job Tasks and Responsibilities**

- assign and monitor clerical, administrative and secretarial responsibilities and tasks among office staff
- allocate available resources to enable successful task performance
- co-ordinate office staff activities to ensure maximum efficiency
- evaluate and manage staff performance
- recruit and select office staff
- organize orientation and training of new staff members
- coach, mentor and discipline office staff
- design and implement filing systems
- ensure filing systems are maintained and current
- establish and monitor procedures for record keeping
- ensure security, integrity and confidentiality of data
- design and implement office policies and procedures
- oversee adherence to office policies and procedures
- analyze and monitor internal processes
- implement procedural and policy changes to improve operational efficiency
- prepare operational reports and schedules to ensure efficiency
- co-ordinate schedules, appointments and bookings
- monitor and maintain office supplies inventory
- review and approve office supply acquisitions
- handle customer inquiries and complaints
- manage internal staff relations
- maintain a safe and secure working environment

## **Education and Experience**

- business degree or equivalent
- high school diploma with a number of years administrative and supervisory experience
- knowledge of accounting, data and administrative management practices and procedures
- knowledge of clerical practices and procedures
- knowledge of human resources management practices and procedures
- knowledge of business and management principles
- computer skills and knowledge of office software packages

**Key Competencies**

- communication skills
- problem analysis and assessment
- judgment and problem solving
- decision making
- planning and organizing
- work and time management
- attention to detail and high level of accuracy
- delegation of authority and responsibility
- information gathering and monitoring
- coaching skills
- initiative
- integrity
- adaptability
- teamwork and collaboration

**OTHER DUTIES:**

Please note this job description is not designed to cover or contain an all-inclusive list of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.