

JOB TITLE:
OFFICE MANAGER - JAMAICA

REPORTS TO:
CEO / OPERATIONS MANAGER / PROJECT MANAGERS

Key Duties & Responsibilities:

- Manage daily office operations and administrative staff.
- Draft company policies as required.
- Review payroll for workers and make payments.
- Review and approve purchase orders.
- Ensure update of projects' database including identifying project value, project type and project details.
- Supervise administrative staff.
- Assess and review job applications for administrative positions, conduct interviews and make recommendations.
- Prepare employment contracts for new administrative and technical employees.
- Train new administrative staff.
- Ensure timely collection of receivables and payments of payables.
- Prepare monthly accounting documents, oversee the updating of the accounts, assignment of invoices, etc.
- Review monthly GCT reports, submit to CEO for approval and file.
- Monitor bank, credit cards and cash accounts daily and identify discrepancies and report unauthorized transactions.
- Dispatch truck driver (s) and bearer (s).
- Provide administrative support to the CEO, Directors and Project Officers.
- Prepare works and service applications to the Public Procurement Commission (formerly National Contracts Commission).
- Review bidding documents, prepare tenders and quotations for civil, mechanical, building construction and maintenance and steel fabrication and erection projects and for services including tender bonds.
- Review retention reports on projects, verify release dates as per contract and make claims to clients.
- Review contract documents.
- Maintain motor vehicle documents.
- Prepare service contracts.
- Plan and organize office events.
- Assist in the completion of bank documents for submission.
- Schedule weekly administrative meetings.

Minimum Requirements:

- Associate Degree in International Business / Office Administration OR equivalent.
- At least five (5) years' experience in a similar role.
- Strong working knowledge of Microsoft Office Suite.
- Previous experience in payroll processing.
- Must have previous experience in Procurement.
- Working knowledge of the laws and regulations of Contracts & Tenders.
- Must be willing to be trained on the job.
- Must be a team player.