

# Job brief

We are looking for an Office Manager to organize and coordinate office operations and procedures, in order to ensure organizational effectiveness, efficiency and safety.

The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people.

## Responsibilities

- General clerical, administrative, and secretarial functions
- Serve as the point person for maintenance, mailing, shopping, supplies, equipment, bills, and errands
- Organize and schedule meetings and appointments
- Manage and support travel for the executive team
- Partner with HR in recruitment activities and maintain office policies as necessary
- Organize office operations and procedures
- Coordinate with IT contractors on all office equipment
- Manage relationships with vendors, service providers, and landlord, ensuring that all items are invoiced and paid on time
- Manage contract and price negotiations with office vendors, service providers and office lease
- Provide general support to visitors
- Design and implement filing systems, both electronic and paper
- Ensure filing systems are maintained and current
- Establish and monitor procedures for record keeping
- Ensure security, integrity and confidentiality of data

- Co-ordinate schedules, appointments and bookings
- Monitor and maintain office supplies inventory
- Maintain a safe and secure working environment
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## **Requirements**

- Proven office management, administrative or assistant experience
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Knowledge of events and travel services, vendors, etc. to optimize efficiency and cost
- Knowledge of data and administrative management practices and procedures
- Knowledge of clerical practices and procedures
- Computer skills and knowledge of office software packages

## **Key Competencies**

- Communication skills
- Problem analysis and assessment
- Judgment and problem solving
- Planning and organizing
- Work and time management
- Attention to detail and high level of accuracy
- Information gathering and monitoring
- Initiative
- Integrity
- Adaptability
- Teamwork and collaboration