



Office Manager 1

Job summary

The Office Manager is responsible for the organization and coordination of office operations, procedures, and resources to facilitate organizational effectiveness and efficiency. Typically oversees reception staff, supplies, equipment and vendor relations, building access, security, and office space logistics. Responsible for administering building or office leases, and communicating with building landlord and property managers to maintain office operations. Responsible for Division-wide communication and coordination of Divisional activities.

Responsibilities

Manage office operations (building lease, equipment lease, vendor contracts, office moves, office insurance requirements, equipment/furniture purchases, landlord and property manager communications, etc.)

Design, implement and oversee adherence to office policies and procedures

Analyze and monitor internal processes

Monitor office supplies inventory, review and approve orders

Perform or assign clerical and administrative responsibilities

Maintain a safe and secure working environment

Maintain Company cars such as maintenance, driver log, and registration

Invoicing for office administrative-related costs such as office supplies, equipment, kitchen supplies, etc.

Maintain filing system and documentation as needed

Communicate and implement administrative priorities of the local executive team

Coordinate and communicate Divisional staff activities to ensure maximum efficiency

Coordinate divisional training, meetings, and travel as needed

Coordinate room logistics partnering with additional resources such as IT

Participate in various staff committees

Assist in the orientation and training of new staff members

Oversee and manage the day-to-day responsibilities of the receptionist

Conduct meetings to review workload and expectations to ensure the accomplishment of objectives

Cover the front reception desk as needed

Oversee the office appearance- stocking supplies, light cleaning, etc.

Oversee mail service- open, sort and distribute mail, packages, etc.

Requirements

A Bachelor's degree or equivalent combination of education and progressive work experience



5+ years' office experience

Must have excellent interpersonal, written, and oral communication skills

Knowledge of business and management principles

Excellent organizational, time management, and prioritization skills

Strong MS Office skills

Office Manager 2

Job summary

We seek an organized and efficient Office Manager who can successfully carry out the administrative responsibilities in the office. This position supports an office that oversees the quality of services delivered to the individuals we serve. Bring your passion for success and a positive attitude.

Responsibilities

Supports Managers, Directors, Executives, and Officers with daily administrative duties, including scheduling, travel planning, and routine correspondence.

Coordinates the administrative functions for the department such as billing, accounting, payroll, and other related activities, as needed. Develops systems/reports which guide and support administrative operations, as needed.

Assists in the preparation and maintenance of contracts and contract proposals.

Coordinates space planning, lease formalities, and office automation.

Coordinates operational matters such as building maintenance/repair, office equipment, and purchasing. Maintains and develops relationships with vendors, including getting quotes.

Organizes, plans, and attends department/program meetings, retreats, training, and events, as required.

May assist with Human Resource related tasks including interviewing, hiring, orientation, and training and performance evaluations, processing paperwork and maintaining employee records.

Maintains databases such as the Network's Census system.

Processes and maintains payroll and invoices/account payables for all disciplines within the office or department.

Investigates all discrepancies and resolve all payroll problems. Performs timekeeper responsibilities for assigned employees as required.

May act as central contact for disseminating information from departments, offices, states and regions

Provides customer service to internal and external parties through answering phones and producing standard correspondence, memos and reports from drafts

Maintains calendars and daily schedules; schedules appointments and meetings for staff, supervisors and managers

Prepares and processes office administrative paperwork, such as employee timesheets, expense vouchers, invoices, and forms for processing



Ensures adequate inventory of office supplies and basic maintenance of office equipment and coordinates timely repair of office equipment

Sets up and maintains confidential, sensitive files and records for multiple functions, ensuring efficient retrieval of information in accordance with State, Federal and company policy

Performs other related duties and activities as required.

Requirements

High school diploma/GED required, Associates degree in related field preferred

Two years of administrative experience preferred.

Ability to prioritize, plan and organize work and requires some independent judgment, under some degree of supervision

Excellent customer service skills

Ability to keep confidentiality of company business, employee/employer information or other matters at all times

Knowledge of office equipment operations, basic data collection, standard office automation software, and purchasing procedures

Office Manager 3

Job summary

Our client is seeking a dynamic and experienced Office Manager to join our team. The Office Manager will be responsible for the smooth operation of administration for a rapidly growing technology company.

Responsibilities

Maintain office space organization and configuration

Manage inventory of office supplies, kitchen and related stocks

Plan and facilitate departmental and company meetings; participate in planning of company events

Handling incoming/outgoing mail and shipments

General administrative support, such as expense reports, travel assistance or research projects upon request

Coordinate security/access and other office services with building management

Payroll support, including entering time sheets, preparing and running payrolls

Benefits administration, including on boarding new employees and processing changes

Accounting support

Assist the accounting team in entering invoices and miscellaneous accounting tasks

Order computer equipment such as laptops and accessories for new hires and general office use

Basic technology administration such as following procedures to set up new accounts



On boarding new employees

Ensure a productive and welcoming work space and office setup

Meet with new employees to review benefits, policies and procedures

Coordinate training and other required steps

Other duties as assigned, commensurate with the level and scope of the position

Requirements

Personal characteristics: service oriented, dependable, detailed, comfortable with prioritizing multiple simultaneous tasks, and a sense of humor

Proficient with office productivity tools such as Microsoft Office and Google Docs

Previous experience with a fast-growing technology company

Office Manager 4

Job summary

In this position, you will work collaboratively with all internal and external staff. You are required to exhibit flexibility and a can-do attitude.

Responsibilities

Ensure office is staffed appropriately and providers schedules are optimized

Review inventory and verify office is stocked with supplies needed for all upcoming appointments;

Review timecards daily

Send weekly marketing content to the marketing department

Send weekly updates to the operations and facilities teams

Maintain the office space/facility, as needed

Ensure all staff receives appropriate breaks, time out, etc.

Address and resolve staff issues and concerns in a timely and efficient manner

Coordinate with the operations team and upper administration to carry out our strategic vision

Provide back up and support front and back office as needed

Review providers' schedules for current and next week to ensure all spots are being filled

Make sure the front desk is maintaining a waitlist for any providers booked out 2 weeks or more

Ensure that no staff members have unapproved overtime (this may require you to step in and cover for staff that are in OT)

Keep in constant communication with staff members and providers to see how they are doing/if you can help/any



questions/concerns

Requirements

Proven administrative or assistant experience

Knowledge of office management systems and procedures

Excellent time management skills and ability to multi-task and prioritize work

Demonstrate attention to detail and problem-solving skills

Excellent written and verbal communication skills

Office Manager 5

Job summary

The ideal Office Manager will have the ability to exercise good judgment in a variety of situations, with excellent written and verbal communication, and the ability to maintain a balance among multiple priorities. The Office Manager will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Responsibilities

Monitor office supplies and place orders when necessary

Arrange and coordinate meetings and events

Receive calls, take messages, routing correspondence, and handle them when appropriate

Greet, welcome guests, and set a positive office atmosphere

Manage office catering

Conduct research, collect and analyses data to prepare reports and documents

Liaise with internal staff at all levels

Oversee office management

Other responsibilities as assigned

Manage calendar, arrange business trips (including flights, hotels, and transport), organize and attend (if necessary) meetings

Carry out specific projects and research

Oversee office management

Other responsibilities as assigned

Requirements

Solid knowledge of Microsoft Office (Excel, Outlook, etc.)



Ability to work well with all levels of internal management and staff

Excellent verbal and written communications skills in English (other language skills are a benefit, but not required)

Outstanding organizational and multi-tasking skills

Accurate reporting skills

Flexibility and adaptability

An understanding of confidentiality issues and the use of discretion

Proven experience as office manager, front desk, agent or similar position

Knowledge of standard office administrative practices and procedures

Ability to work individually and as a member of a team

Office Manager 6

Job summary

We are currently seeking an Office Manager. The Office Manager insures a smooth, orderly, and efficient operation of all programs and is principally responsible for managing phones, registration, front desk staff, etc. to systemically facilitate cohesion. Patient-centered care drives the value of excellent “customer service” and optimal relations with all stakeholders.

Responsibilities

Manage the work schedule of staff.

Make sure staff are productive and there is a smooth workflow.

Run the support staff meetings.

Fill in as needed to cover shifts.

Interview, hire, fire and give timely job performance reviews.

Handle and deal with any support staff performance issues or problems promptly.

Keep track of employee time off requests, making sure there is suitable coverage.

Check staff swipe clock before submitting them to payroll.

Requirements

Able to multi-task and handle stress well

Positive attitude and ability to be flexible

Works well in a constantly evolving and fast paced environment

Bachelors degree strongly preferred

Office Manager 7



Job summary

We seek an experienced and dynamic Office Manager. The Office Manager will be responsible for developing and implementing intra-office communication protocols, streamlining administrative procedures, inventory control, and managing staff.

Responsibilities

Working directly with all individuals at the firm, its vendors, and building management

Assist in training new hires concerning firm policy, procedures, and systems

Scheduling meetings and appointments, including new staff interviews

Arranging and overseeing firm events

Organizing and maintaining firm management and employee documents

Requirements

In-depth understanding of Microsoft Office suite

Ability to efficiently multi-task and prioritize daily assignments

Ability to meet deadlines and communicate the status of assignments

Proactive and collegial approach to resolving issues

Strong written and verbal communication and interpersonal skills

Exercising discretion and confidentiality with sensitive firm and employee information

Office Manager 8

Job summary

Responsible for providing administrative support to General Manager. Manage all daily, weekly, and monthly administrative support and general accounting functions, and operational financial analyses.

Responsibilities

Create and inspire an atmosphere of teamwork with administrative and management staff

Assist in coordinating various Human Resource functions to include: safety communications, performance and recognition records, personnel and training records, and payroll and timekeeping systems

Assist in preparation of any reports and statistics reflecting earnings, profitability, budgeting, forecasting, and other financial and variance results analyses. Implement and maintain administrative procedures and internal controls by company policies and procedures



Requirements

Bachelor's degree in Business Administration or related field preferred

5+ years' experience in office management

Excellent oral and written communication skills

Self-motivated; able to work independently

Highly proficient in MS programs (Word, Excel, PowerPoint, and Outlook)

Proficient accounting knowledge and skills

Solid negotiation and analytical skills

Excellent time management, planning, and organizational skills; capable of managing multiple tasks

Office Manager 9

Job summary

The primary responsibility of this position is to provide exceptional customer service, front desk coverage, and administrative support to the office. The incumbent will perform a wide range of administrative and general office duties and serve as a liaison between customers and HQ.

Responsibilities

Provide exceptional customer service via phone and in person to current and prospective clients.

Schedule meetings, maintain records and update the database

Help with special projects as assigned and needed

Requirements

Highly organized and motivated, ability to multi-task and prioritize in dynamic, fast-paced environment

Ability to assess and analyze situations and initiate effective communication

Excellent written and verbal communication skills

Professional presentation and quick learning skills

Strong skills in MS Word and Excel

1-2 years of office experience

Office Manager 10

Job summary



OfficeTeam has an excellent opportunity upcoming for a highly-skilled and motivated Office Manager to be a leader in a growing company. Are you a deeply passionate self-starter who is looking to grow your career? Then this may be the position for you.

Responsibilities

Leading overall office administration for the team

Handling copy services, word processing, mail, and distribution services, office reception, office equipment, utility services, and communication systems

Evaluating and improving office production

Assisting in developing and revising office policies and procedure for improved work flow

Assisting the Operations Manager and Director in monitoring budget for office related items and staff

Requirements

2-3 years of previous office manager experience

Strong knowledge of Microsoft Suite

Great customer service skills