

Office Manager

Education

- Bachelor's degree in Business - Preferred

Experience

- Minimum 5 years in a professional services office environment
- Accounting experience is a plus

Salary

- Negotiable and commensurate with applicable experience

Responsibilities

The applicant should be a self-starter who has the ability to support company operations by maintaining office systems and supervising staff. Successful applicant must be able to demonstrate experience and/or skills in the following areas:

- Maintain office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions and assigning and monitoring clerical functions.
- Provide historical reference by defining procedures for retention, protection, retrieval, transfer and disposal of records.
- Maintain office efficiency by planning and implementing office systems, layouts and equipment procurement.
- Design and implement office policies by establishing standards and procedures, measuring results against standards and making necessary adjustments.
- Complete operational requirements by scheduling and assigning employees and following up on work results.
- Keep management informed by reviewing and analyzing special reports, summarizing information and identifying trends.
- Maintain office staff by recruiting, selecting, orienting and training employees.
- Maintain office staff job results by coaching, counseling and disciplining employees as well as planning, monitoring and appraising job results.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.
- Contribute to team effort by accomplishing related results as needed.

Skills and Qualifications

- Supply Management, Informing Others, Tracking Budget Expenses, Delegation, Staffing, Managing Processes, Supervision, Developing Standards, Promoting Process Improvement, Inventory Control and Reporting Skills
- Proficient in Microsoft Office – Required
- SAGE Accounting Software - Preferred