

# JANE MOORE

## Street, City, State Zip Code  
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## OFFICE MANAGER

PROJECT MANAGEMENT | CUSTOMER RELATIONS | GENERAL/OFFICE ADMINISTRATION

**Dedicated office manager** with 20 years of experience in office administration, executive support, project coordination, accounting support, customer service and human resources. Proven track-record of exceeding expectations with high productivity and quality standards. Effective communicator with strong interpersonal and relationship management skills.

### SKILLS & COMPETENCIES

- General/Office Administration
- Client Relationship Building
- Records Management
- Scheduling and Coordination
- Inventory/Stock Control
- Quality and Safety Compliance
- Projects Administration
- HR and Training Support
- Cross-functional Team Collaboration
- Reports Preparation and Filing

### WORK EXPERIENCE

#### Office Manager

Standard Mutual Group Ltd., NZ

Aug 2013-Present

- Oversee office administration to ensure operations run smoothly.
- Provide executive assistance to 3 directors in a variety of functions.
- Carry out office-related tasks, including purchasing office supplies, maintaining sales materials, answering phone calls, greeting clients, and updating electronic filing systems.
- Handle salary and contractor payments, staff bonuses, employee inductions/terminations and staff monitoring.
- Maintain and update information on timesheets and invoices.
- Administer company expenses by entering supplier invoices, gaining authorization to pay supplier invoices, updating payment details, and answering accounts payable/receivable.
- Prepare and disseminate management reports.
- Handle assessment and streamlining of office general expenditures.

#### Office Manager

Police PMO Services, NZ

Apr 2000-Jul 2013

- Assisted in handling New Zealand Police project management services.
- Provided administration support to PMO Manager and Director as well as coordinating schedules and travel arrangements.
- Acted as liaison for all PMO services.
- Reviewed and filed manuals, guidebooks and forms.