

Office manager resume

PERSONAL PROFILE

A dynamic, resourceful and energetic individual who is comfortable with being the 'go to' person for anything related to the smooth running of an office. Much experienced in providing full secretarial, administrative and office management support to work colleagues in a busy office environment. Having a proactive and flexible approach to juggling many different priorities, and able to work autonomously and take ownership of all aspects of a task or project. Right now Jason is looking for a rewarding role with an exciting & forward thinking company that will allow him to fulfill his true potential.

CAREER HISTORY

OFFICE MANAGER

Local Authority

May 2008 - Present

In charge of organizing, prioritising and delegating tasks effectively to ensure that all administrative work is managed competently, and in accordance with the companies changing priorities and deadlines.

Work duties

- Coordinating all clerical staff & utilizing office equipment effectively.
- Creating and implementing new administrative systems.
- Organising induction programmes for new staff.
- Recording office expenditure and managing its budget.
- Coordinating meeting and networking events.
- Maintaining office equipment & arranging any repairs or replacements.
- Arranging all travel and accommodation arrangements for staff.
- Ensuring that all health and safety policies are observed.
- Reporting on office performance to directors and senior managers.
- Carrying out staff appraisals, managing performance & disciplining staff.
- Ordering stationery, office equipment and furniture as required.

KEY SKILLS AND COMPETENCIES

Managerial abilities

- Confident with IT and the basic office software packages (Word, Excel, PowerPoint etc).
- Comprehensive knowledge of equality and diversity issues.
- Excellent administration skills.
- Answering and resolving queries accurately, in a courteous and confident manner.
- Setting up new and effective systems and processes.
- Handling staff recruitment and appraisals.
- Dealing professionally with all correspondence, complaints and queries.

ACADEMIC QUALIFICATIONS

AREAS OF EXPERTISE

Diary management
Project management
Health & Safety
Delegating tasks
Staff reviews / training
Data management
Human resources
Forward planning
Space management
Facilities management

PROFESSIONAL SKILLS

Advanced First Aid
French speaker
German speaker
Fire Marshall

PERSONAL SKILLS

Time management
Reliable & trustworthy
Communication skills
Organisational skills
Making decisions
Multi tasking

CONTACT DETAILS