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Description automatically generated with medium confidence

**Job Description – Office Manager**

**Purpose of the Role**

Coordinates and oversee administrative duties and office procedures in an office and ensures that the office operates efficiently and smoothly. Highly involved in greeting visitors, answering calls and supervising office staff to ensure maximum productivity.

**Key Responsibilities**

* Assigning and monitoring clerical, administrative and secretarial responsibilities, and tasks among office staff.
* Allocating available resources to enable successful task performance.
* Coordinating domestic and international travel, including flight, hotel, and car rental reservations.
* Supervising, mentoring, training, and coaching our staff and delegating assignments
* Purchasing office supplies and equipment and maintaining proper stock levels.
* Producing reports, composing correspondence, and drafting new contracts.
* Creating presentations and other management-level reports.
* Co-ordinating office staff activities to ensure maximum efficiency.
* Evaluating and managing staff performance.
* Recruiting and selecting office staff.
* Organizing orientation and training of new staff members.
* Coaching, mentoring and disciplining office staff

**Requirement**

* Minimum of 5 years’ as a Front Office Manager
* A Bachelor degree of equivalent
* Excellent computer skills Microsoft word, exvel, outlook and powerpoint
* Professional approach and attitude to your job
* Excellent communication skills
* Good people skills and good communicator, be competent speaking in English.