Office Manager Job Description Template

Use this customizable template to define the Office Manager role in your company. Edit responsibilities, requirements, and benefits to fit your organizational needs.

# **Job Title:**

Office Manager

# **Job Summary:**

We are seeking a detail-oriented and proactive Office Manager to oversee daily operations, manage resources, and support employees. The Office Manager ensures the office runs efficiently, maintains financial oversight, and fosters a positive workplace culture.

# **Key Responsibilities:**

· Manage office supplies, equipment, and vendor contracts.

· Oversee budgets, invoices, and expense tracking.

· Maintain filing systems, correspondence, and scheduling.

· Coordinate onboarding, employee records, and HR policy compliance.

· Organize team-building events and company culture activities.

· Ensure workplace safety, compliance, and IT/facilities support.

· Act as the primary point of contact for leadership, staff, and visitors.

# **Skills and Qualifications:**

· Strong organizational and multitasking abilities.

· Excellent communication and interpersonal skills.

· Proficiency in office software and scheduling tools.

· Financial acumen for budget tracking and reporting.

· Adaptability and problem-solving mindset.

· Confidentiality and discretion in handling sensitive information.

# **Education and Experience:**

• Bachelor’s degree in Business Administration, Management, or related field (preferred).
• 3+ years of experience in office administration, coordination, or management.
• Certifications such as CAP (Certified Administrative Professional) or PMP (Project Management Professional) are a plus.

# **Compensation and Benefits:**

Provide details about salary range, working schedule, remote/hybrid flexibility, and company benefits here.

# **About the Company:**

Insert a short description of your company, mission, and culture to help candidates understand your work environment.