

Office Manager Job Description

1. Job Brief (About the Role)

{{Company Name}} is hiring an Office Manager to run the day-to-day operations of our {{office}}. This role reports to {{Operations / the COO}} and owns facilities, vendors, supplies, budget, and the administrative team.

Three or four sentences: the team, who the role reports to, and why this position exists. Skip generic openers like "We are looking for..."

2. Responsibilities

- Oversee daily office operations and keep the workplace running smoothly
- Manage vendors and service contracts (cleaning, IT, supplies, building)
- Own the office budget and track and approve operating expenses
- Supervise and schedule administrative and reception staff
- Coordinate facilities, seating, maintenance, and health-and-safety
- Handle onboarding logistics — desk, equipment, and access — with HR and IT
- Plan company events, meetings, and travel as needed
- Maintain office policies, records, and supply inventory

Eight to twelve bullets, each starting with a verb. Keep them specific to the day-to-day work, not aspirational filler.

3. Requirements & Skills

- {{X}}+ years in office management or operations
- Experience managing vendors, budgets, and an administrative team
- Proficiency with {{Microsoft Office / Google Workspace}} and office tools
- Strong organization, problem-solving, and people skills
- Discretion with confidential company and employee information

List the must-haves: experience, licenses or certifications, the systems and tools used, and any physical or shift realities.

4. Nice-to-Have

- Experience with {{HR, bookkeeping, or facilities}} responsibilities
- Bachelor's degree or relevant certification

Two to four genuinely optional items. Keep them strictly separate from Requirements so they don't deter good applicants.

5. Compensation & Benefits

Pay range	{{Salary Range}}
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Enter a pay range from local market data — do not leave it blank. Pay transparency improves applicant quality and is now required in many states.

6. Schedule & Work Environment

- {{Full-time}}, {{Monday–Friday business hours}}, on-site to run the office
- Office environment with occasional vendor and event coordination
- Occasional lifting of supplies and event materials up to {{25}} lbs

Be honest about shifts, weekends, overtime, and the physical environment. Realistic expectations reduce early turnover.

7. How to Apply

To apply, {{application instructions — e.g., send a resume and short cover note to careers@company.com}}.

{{Company Name}} is an equal opportunity employer. We celebrate diversity and are committed to an inclusive workplace. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.