

# Office Manager

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*Logic Speak*

## Summary

Responsible for the organization and coordination of office operations, procedures and resources to facilitate organizational effectiveness and efficiency with the goal to streamline employee workflow

## Responsibilities

- arrange meetings and appointments (internal and with clients)
- order kitchen and office supplies
- organize office maintenance and repair
- support procurement department with ordering process
- coordinate new hire process
- direct inbound calls and provide excellent customer service

## Education and Experience

- at least 3 years experience in an administrative support role or office management
- proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite
- knowledge of standard office administrative practices and procedures
- knowledge of human resources management practices and procedures

## Key Competencies

- organizational and planning skills
- communication skills
- information gathering and information monitoring skills
- problem analysis and problem solving skills
- judgment and decision-making ability
- initiative
- confidentiality
- attention to detail and accuracy
- flexibility
- integrity
- teamwork and collaboration