



## Administrative Office Manager

### Job Scope

The Office Manager position is responsible for overall front office activities, including the reception area, mail, large purchasing requests, and facilities. It is also responsible for directing and coordinating office services and related activities, including developing and supervising programs to maximize service and equipment utilization. The office manager is also responsible for arranging internal office moves and providing arrangements for office meetings.

### Responsibilities

- Manages the reception area to ensure practical internal and external telephone and mail communications to maintain a professional image.  
Supervises and coordinates overall administrative activities for the Office Administration Department.  
Supervises the maintenance and alteration of office areas and equipment and the layout, arrangement, and housekeeping of office facilities.  
Negotiates the purchase of office supplies, furniture, and equipment for the entire staff, following company purchasing policies and budgetary restrictions.  
Supervises the maintenance of office equipment, including copier, fax machine, etc.  
Responsible for the facility's day-to-day operations (such as distributing building access keys and backing up security access cards, etc.).  
Participates as needed in special department projects.

### Requirements

- High School diploma minimum.  
Bachelor's degree or equivalent preferred.  
At least two years of previous experience in office management.  
At least two years of switchboard experience.  
Working knowledge of mail processes such as postage machines, FedEx, and UPS.