

Sample Position Description | Office Manager

Position Title: Office Manager

Reports to: General Manager / Financial Controller

Direct Reports: Office Administrator, Receptionist

Purpose / Main area of Responsibilities

The main focus of the Office Manager is to organise and control the activities of the office including administrative systems and office personnel.

Act in a way that reflects the Company Values of respect, commitment and customer service.

Key job functions & Accountabilities

The Office Manager carries out a range of duties related to organising and controlling the activities of the office, including:

- Developing maintaining and recording information systems
- Liaising with other departments in the dealership
- Managing and reconciling petty cash
- Producing of overseeing reports, presentations, mail-outs and correspondence
- Purchasing of office equipment
- Processing payments and reconciliations
- Providing leadership and direction to administration employees
- Assisting with the recruitment, selection and training of administration staff
- Deal firmly and promptly with performance problems
- Ensuring that all team members are treated fairly
- Provide opportunities for people to learn to work together as a team
- Contribute to building a positive team spirit
- Demonstrating and encouraging behaviours that align with company policy and organisational values

Essential Skills/Qualifications/Experience

- Minimum 3 years experience in an Administration based role
- Sound knowledge of the Microsoft Office suite of works
- Highly organised
- Excellent interpersonal skills with clear and professional verbal communications
- Exceptional leadership and development skills
- Decision making skills
- Ability to contribute to building a positive team spirit
- Ability to uphold organisational values company policy

Desirable Skills/Qualifications/Experience

- Administration experience in a related industry
- Detail orientated with excellent organisational skills and the ability to prioritise