

Position Title:	Office Manager	Name:	
Reports to:		Location:	
Start Date:		Department:	
Primary Purpose of Position:			
The Office Manager is responsible for organising and coordinating office operations and procedures in order to ensure organisational effectiveness and efficiency.			

Key Responsibilities & Duties:

Major Responsibilities include but are not limited to:

1. Major Accountabilities

(Generic Responsibilities)

- Manage the office administration functions and supervise the financial functions within the organisation
 - Design and implement office policies
 - Establish standards and procedures
 - Prepare time sheets
 - Control correspondences
 - Maintain office equipment
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records
- Maintains office efficiency by planning and implementing office systems, layouts and equipment procurement
- Completes operational requirements by scheduling and assigning employees; following up on work results
- Keeps management informed by reviewing and analysing special reports, summarising information; identifying trends
- Maintains office staff by recruiting, selecting, orienting, and training employees.
- Maintains office staff job results by coaching, counselling, and disciplining employees; planning, monitoring, and appraising job results
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analysing variances; initiating corrective actions
- Contributes to team effort by accomplishing related results as needed
- Ensure the company's policies and procedures are followed at all times
- Ensure all OHS requirements are adhered to

2. General:

- Meet attendance requirements
- Work without constant supervision
- Be effective in meeting deadlines
- Produce accurate and quality work
- Achieve improved business performance
- Meet all requires of employment contract
- Implement company policies as required

3. Working Relationships

Internally this position works with:

- Supervisors
 - All staff
 - General Manager
- Externally** key working relationships are with:
- -

- Key Competencies**
- Excellent interpersonal skills
 - Outstanding verbal and written communication skills
 - Demonstrated leadership skills
 - Effectively prioritise work
 - Accuracy and attention to detail
 - Excellent managerial skills

Agreement

I have read this Position Description and confirm that:

- I fully understand the content and agree that it forms the basis of my employment at UBT
- I understand that the company may change the Position Description from time to time to suit the needs of the business

Signed
Employee:.....Date:.....

.....

Signed
Manager:.....Date:.....

.....