JOB DESCRIPTION

| **Title** | ASSISTANT OFFICE MANAGER | | |
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| **Reports To** | [INSERT NAME/ TITLE] | | |

**Job Purpose**

The primary role of the **Assistant Office Manager** is responsible for monitoring administrative support and ensuring that <Organization Name> Offices run well. In particular, the Assistant Office Manager performs copy editing, front desk work, and provides support for dealing with filing for particular departments or a particular sort of paperwork.

The most effective Assistant Manager carries out their responsibilities well by drawing on their wealth of office management knowledge. Their job entails creating and sustaining a fantastic workplace while fostering excellent communication, organizational effectiveness, and safety.

**Duties and Responsibilities**

* Answer incoming phone calls and handle other communications
* Control of the file system of the office
* Capture data as necessary
* Greet customers and guests as required
* Preserve records, update documentation, and word processing
* Organize and maintain the common areas of the office
* Carry out errands and general office clerk responsibilities
* Arrange travel by making hotel reservations and other necessary reservations
* Arrange events as required
* Keep an inventory of the office supplies
* Upkeep of office equipment as required
* Assist when necessary with client reception
* Establish, maintain, and add data to databases
* Perform other related duties as assigned

**Qualifications**

* High school diploma, General Education Degree, or equivalent required
* Post secondary completion of an office administration course preferred
* XX years of experience in an office setting is preferred
* Specific industry experience is preferred
* Expertise with Microsoft Office applications and phone systems required

**Core Competencies**

* Excellent verbal and written communication skills
* Excellent organizational and time management skills
* Excellent research and problem-solving skills
* High degree of accuracy and attention to details
* Excellent time management skills and ability to change focus as required

**Working Conditions**

* The standard workweek for this position is [insert #] hours. The standard business hours for this position are [insert core hours]
* Overtime and hours worked outside of the standard work schedule may be required
* This position is remote/hybrid/ onsite
* Extended periods of sitting may be required
* Constant interaction with staff, clients, and public
* Constant exposure to screen-held devices, whether laptops or desktops, etc.