

NOW HIRING



## OFFICE MANAGER

SEEKING AN OFFICE MANAGER WITH EXCELLENT WRITTEN AND ORAL COMMUNICATION SKILLS. CANDIDATE WILL NEED TO ORGANIZE AND SUPERVISE ALL ADMINISTRATIVE ACTIVITIES, WHILE KEEPING THE OFFICE RUNNING SMOOTHLY AND EFFICIENTLY. CANDIDATE WILL BE EXPECTED TO CARRY OUT A RANGE OF ADMINISTRATIVE, PROCUREMENT, HUMAN RESOURCE, AND IT-RELATED TASKS.

## Office Management/Administrative Duties:

- Answer phone, check voicemail, and email, as applicable
- Welcome visitors and clients
- Receive, sort, and distribute mail and deliveries
- Arrange and maintain postal supplies and services
- Maintain office communication systems
- Monitor and order office supplies
- Research, establish, and maintain relationships with vendors
- Schedule vendor presentations
- Organize and maintain design library
- Research, procure, and maintain office equipment
- Organize office maintenance and repair work
- Supervise the implementation of new office systems and effective use of existing systems and equipment
- Research, establish, and maintain all office insurance policies with outside agent
- Manage office calendar and all appointments, always confirming the day before
- File and maintain all office paperwork
- Manage office document storage and file all year-end paperwork and documents for placement into storage
- Maintain office inventory records
- Organize and maintain a detailed list of contacts
- Interface with business and personal contacts in a polished, professional, and discreet manner
- Establish, communicate, and maintain office policies with new hires
- Client correspondence
- Make travel arrangements, i.e. flight, hotel, ground transportation, etc.

## Client Project Duties:

- Field the first call from a potential client and interview potential clients per a pre-established script
- Research potential clients and project address
- Brief the principal and schedule follow-up phone and in-person appointments
- Track production weekly and report back to principal on all open orders
- Properly file and maintain all client project estimates, proposals, invoices, purchase orders, etc.
- Maintain client quotes and information files, client project bins, and records
- Handle incoming client calls and take detailed messages
- Takes notes in client meetings and issue Meeting Minutes, adding action items to to-do list software
- Coordinate project logistics