

# ADMINISTRATIVE JOB DESCRIPTION

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## Office Manager

- Manages the office administration
- Provide a wide range of administrative support to CEO and CFO
- Provide a wide range of administrative assistance to project managers
- Drive high levels of employee engagement (promoting all company events, actively planning for upcoming events, requesting for appreciation events)
- Place facility supply orders for all locations controlling expenses without lowering accomplishments
- Assist in creating working schedules for facilities to ensure that the facility is within budgeted hours
- Ensures that all locations are properly staffed daily by monitoring the Chronotek system in the mornings and sometimes in the evening
- Communicate with all contract personnel, customers and vendors in owner's absence or as needed
- Completes special projects or additional duties as required

### Qualifications:

- Must possess comprehensive knowledge of office management, facilities management and operations, janitorial management procedures
- Excellent written and verbal communication skills
- Must have the ability to clearly communicate effectively and tactfully with customers, subordinates, and management of all levels within the organization
- Must be responsible and have the ability to motivate workers
- Strong proficiency in Microsoft Office required
- Must have excellent analytical and supervisory skills; strong time management, project management, and critical thinking skills; and strong leadership and interpersonal skills
- Ability to adapt to a fast-paced and changing work environment; to prioritize and organize work related tasks and special projects
- Strong attention to detail and ability to meet deadlines

### Physical Demands:

Constant (up to 100%) standing, walking, pushing, balancing, stooping, kneeling, crouching, twisting, reaching over head, handling/fingering, reaching forward, and concentrating. Must be able to lift and and/or carry 50lbs.