# OFFICE MANAGER

When hiring a new employee it is important to provide them with a position description outlining, among other things, the tasks the employee will be required to undertake and the skills and knowledge needed to perform the role.

The following template may assist employers in developing a position description. The template can be easily modified to meet the requirements of the business. Be advised that information contained in this template is general in nature. If you are unsure about how best to write a position description that is suited to your workplace, please call the Workplace Relations Advice Line on (03) 8662 5222.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

The information contained in this document has been prepared by the Victorian Chamber of Commerce and Industry in this format for the convenience and benefit of its members and is provided as a source of information only. The Victorian Chamber does not accept responsibility for the accuracy of the information or its relevance or applicability in particular circumstances. The information does not constitute, and should not be relied on, as legal or other professional advice about the content and does not reflect the opinion of the Victorian Chamber, its employees or agents. The Victorian Chamber and its employees, officers, authors or agents expressly disclaim all and any liability to any person, whether a member of the Victorian Chamber or not, in respect of any action or decision to act or not act which is taken in reliance, whether partially or wholly, on the information in this communication. Without limiting the generality of this disclaimer, no responsibility or liability is accepted for any losses incurred in contract, tort, negligence, or any other cause of action, or for any consequential or other forms of loss. If you are uncertain about the application of this information in your own circumstances you should obtain specific advice.

## POSITION DETAILS

|  |  |
| --- | --- |
| Position Title: | Office Manager |
| Job Type: | Permanent full-time |
| Hours of Work: | For example:38 hours per week, Monday to Friday. |
| Reports to: | Director |
| Award: | *A number of awards may be applicable, please call the Victorian Chamber* |
| Date of Appointment: |  |

## POSITION REQUIREMENTS

|  |  |
| --- | --- |
| 1.Main Duties | ***Outline the key duties and responsibilities of the role.*** For example:* Motivate team members to contribute to the overall efficient office administration.
* Diary management, travel itinerary preparation, scheduling and event coordination.
* Effectively handle queries and complaints via phone, email and general correspondence.
* Set up officer systems and procedures as required.
* Manage procurement of all office supplies of stationery, supplies, equipment and furniture.
* Invoice clients and manage accounts payable.
* Attend to Personal Administration duties for ***[insert appropriate position].***
* Perform ad-hoc and project work as directed by ***[insert appropriate position].***
* Actively participate in the Annual Performance Review.
* Observe and practice the ***[insert company name]*** OHS and Quality policy, guidelines and procedures.
 |
| 2. Qualifications | ***What qualifications are required for the role?***For example:5 years corporate office experience |
| 3. Skills | ***List the skills needed for the job.*** For example:* Excellent written and verbal communication skills.
* Excellent organisational management skills
 |

Employee Signature: Date:

Employer Signature: Date: