OFFICE MANAGER will:

- be responsible for office facilities management
- developing and implementing new administrative systems, such as record management, filing system;
- recording office expenditure and managing the budget;
- organizing the office layout and maintaining supplies of stationery and equipment;
- organizing and chairing meetings for senior management
- overseeing the recruitment of new staff, sometimes including training and induction;
- liaising with external vendors including company finance and HR
- writing reports for senior management, which may include reports on finances, staff performance, service development or an annual review;
- be involved in management discussions on the organization's policies and strategic development;
- responding to customer enquiries and complaints;
- reviewing and updating health and safety policies and ensuring they are observed;
- arranging regular testing for electrical equipment and safety devices;

Qualifications:

- University / College degree in the related field (i.e. administration, finance, economy, law)
- at least 3 years of experience at administrative position
- understanding of finance and HR aspects
- good negotiation skills
- excellent oral and written communication skills in English
- excellent organizational and time management skills
- excellent computer literacy (word processing and spreadsheet software).