



JOB DESCRIPTION

Office Manager



AR FM LIMITED IS LOOKING FOR A OFFICE MANAGER



MINIMUM OF 3+ YEARS OF
EXPERIENCE IS REQUIRED



EDUCATION REQUIRED

Associate's or bachelor's degree in
Business or a related field

MUST-HAVE SKILLS

- Organizational skills
- Time management
- Communication skills
- Problem-solving
- Leadership abilities
- Attention to detail
- Multitasking
- Basic accounting/finance knowledge
- Tech-savvy (MS Office, office software)
- Customer service skills

YOUR RESPONSIBILITIES

- Managing office operations and daily activities
- Scheduling meetings and appointments
- Coordinating office supplies and inventory
- Handling correspondence (emails, phone calls, etc.)
- Supervising office staff and delegating tasks
- Maintaining office budgets and financial records
- Organizing office events and activities
- Ensuring office compliance with company policies
- Managing office equipment and maintenance
- Supporting executive and team needs



Send your resume at <https://arfmsecurity.co.uk/>