

Office Manager

- We are a service providing company currently seeking a highly organized and qualified *Office Manager* to oversee and coordinate the successful and daily functioning of our Publishing, Recruitment, Sales and Marketing departments.
- Business professional who is excited at wearing multiple hats and effective at getting things done.
- Ability to help us continue building a world class culture for our company and provide an exceptional support experience to our clients.
- Involved in running three divisions; establish procedures that will ensure that each department runs as smoothly and efficiently as possible, while troubleshooting any problems.
- If you are highly organized and are excited at an opportunity to work at a small business, this opportunity may be for you.

Responsibilities include (but are not limited to):

- Directly responsible for the complete leadership, oversight, planning, and execution within the respective departments
- Oversee the overall performance of all team leaders, administrators and supervisors; approve the hiring of all new staff; provide orientation, training to employees and perform timely appraisals
- Operate in a fast-paced environment with proven ability to consistently meet tight deadlines
- Act as a liaison between management, department supervisors, line staff and clients, while focusing on the growth of the company's revenue
- Conduct and lead staff meetings to discuss company strategies, future goals, department deliverables while measuring results
- Use exceptional management skills to facilitate and grow strong business partnerships through the implementation of exceptional customer practices, business development tools and retention strategies
- Successfully manage customer service in providing superior clientele service with value-added products and services
- Establish efficient troubleshooting and problems resolution protocols to manage staff and customer complaints
- Approve and ensure that all required contracts and documentation are completed competently and correctly
- Constantly monitor and report on the progress of all projects to Management
- Ensure successful and consistent brand consistency
- Assist in the planning and execution of internal and external company events

Requirements:

- 3-5 years of management experience with an ability to work with diverse group of individuals
- Must be able to maintain confidentiality and ensure that all employees consistently adhere to the company's guidelines, with no exceptions
- Superior knowledge of office procedures, creating timetables, reporting forms, comprehension of SEO Optimization, Google Analytics and digital management practices for producing successful social media platforms functions
- Some computer and IT comprehension
- An analytical mind with strong attention to detail
- Flexible in response to changing priorities and needs; manage and co-ordinate multiple projects
- Proficient using Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Outstanding written and oral communication skills
- Professional demeanor, incredibly bright, high-energy individual, with a passion to learn and contribute to the success and growth of the company
- Accountable, self-motivated, problem-solver with excellent time management skills
- Adherence to punctuality, utmost reliability and professionalism
- Comfortable with giving and receiving feedback

Apply with resume to: support@theedgeleaders.com