



## **Job Description** **Office Manager**

### **Job Purpose**

A vacancy has arisen in the Jamaat Office for an Office Manager to manage and co-ordinate all the activities for the KSIMC of Birmingham. This role is aimed at ensuring KSIMC of Birmingham is operating efficiently at all times, maintains proper accounting records, ensures that scarce resources are used efficiently, maintains its asset and its income streams and looks ahead to maximise funding from members and external bodies. The role(s) will also be a hub for all Jamaats communications and involves regular interaction with the key office bearers in order to set out an agreed annual work plan as part of the overall Strategic Business plan for the organisation.

### **Hours of Work 25 hours per week**

### **Salary – Negotiable based on experience**

### **Duties and Responsibilities**

- Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- Ensure the smooth and adequate flow of information within the organisation to facilitate other business operations
- Partner with Secretary General to update and maintain office policies as necessary
- Ensure operations adhere to policies and regulations
- Completes operational requirements by scheduling and assigning employees; following up on work results.
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency
- Maintains office staff by recruiting, selecting, orienting, and training employees.
- Maintains office staff job results by coaching, mentoring, and disciplining employees; planning, monitoring, and appraising job results.
- Manage absence, Holidays and rotas to make sure the office/centre is covered by staff.
- Address employees queries regarding office management issues
- Oversee facilities services, maintenance activities and tradespersons (e.g electricians)
- Organise and supervise other centre activities (recycling, renovations, event planning etc.)
- Maintain the office condition and arrange necessary repairs.
- Coordinate with IT department on all Office/Centre equipment
- Ensure that all items are checked, invoiced and paid on time
- Manage contract and price negotiations with office vendors, service providers and leases ie (Insurances, Utilities)
- Liaise with facility management vendors, including cleaning, catering and security services
- Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Keeps management informed by reviewing and analysing special reports; summarizing information; identifying trends.
- Achieving financial objectives by preparing an annual budget; scheduling expenditures; analysing variances; initiating corrective actions
- Ensure security, integrity and confidentiality of data.
- Any reasonable requests from the office bearers, Executive committee is delivered.

### **Requirements**

- Proven experience as an Office manager, Front office manager or Administrative assistant
- Knowledge of office administrator responsibilities, systems and procedures
- Proficiency in MS Office (MS Excel, MS Word and MS Outlook, in particular)
- Hands on experience with office machines (e.g. fax machines and printers)
- Familiarity with email scheduling tools, like Email Scheduler
- Excellent time management skills and ability to multi-task and prioritise work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements
- Knowledge of Accounting software