

JOB DESCRIPTION (JD)

Office Manager (OM)

This job description is not necessarily an exhaustive list of all the duties of the position and SKDAA reserves the right to change the specific duties of the position in order to meet the business needs.

DESIGNATION :	✓ Office Manager (OM)
REPORTING TO :	✓ Chief Executive Officer - CEO
ROLE AND RESPONSIBILITIES :	<p>We are looking for an energetic and motivated individual who will ensure integration of the entire professional and support staff for the smooth day to day functioning of the office. He will manage, co-ordinate and assign responsibilities for the entire administrative and support staff. All support staff will report to the Office Manager.</p> <p>This position is responsible for the overall implementation of the office policies and procedures of the Firm under the direction of the CEO and the management.</p> <p>The Office Manager will be responsible for supervising and co-ordinating the duties of the existing support staff, including the front desk, administration, housekeeping and accounts. He will be sole point of contact for all personnel and office related issues. This will include, but not be limited to the following.</p> <p>1. Office Management Assign and Monitor the following tasks.</p> <ul style="list-style-type: none">a) Office Communication - Arranging IT equipments such as computer/laptops/ emails for new joiners.b) Maintaining IT/Telephone/Mobile accessories.c) Courier services – verification of bills & approval for the payment.d) Monitoring Conveyance Claims made by employees.e) Stationary printing: Verification of samples / proofs / approvals and bill processing.f) Releasing Purchase orders for all vendors and processing payment.g) Ensuring that the office discipline and cleanliness is maintained.h) Revenue procurements/expenses, printing, office supplies - stationary, cartridges, tea, coffee (any bulk procurement) etc.i) Cost Control, monitoring admin/operating expenses, preparing monthly expense details.j) Minute all internal office meetings.k) Co-ordination with statutory / internal auditors. <p>2. Supervise Office Support Staff</p> <ul style="list-style-type: none">a) Assign and monitor clerical and secretarial functionsb) Orientation and trainingc) Evaluate staff performanced) Coach and discipline staff

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3. Communications and Co-ordination

- a) Bring to the notice of the Principal(s)/ Associate(s) any important or urgent email with a deadline / last date mailed at mail@skdas.org and sk@skdas.org.
- b) Coordinate and arrange for meetings related to office administration.
- c) Coordinate with different office locations as needed.
- d) Design and implement communication programs for the continual improvement of the organization.

4. Filing and Documentation

- a) Maintaining all leaves and attendance for the employees and support staff (*in co-ordination with the Front Desk*).
- b) Maintaining files for all vendors and their AMC's / projects / agreements / office correspondence as well as maintaining legal papers of Admin-HO Registration of agreements.
- c) Maintaining confidential Personal & Official files of all employees.

5. Travel, Hospitality and Social activities

- a) Extend all necessary hospitality and looking after guests / visitors on behalf of the Principals.
- b) Maintain all records of Passport / VISA and Ticket arrangements for principals and professional staff, when needed.
- c) In-house accommodation management and co-ordination with employees availing the residential benefits of SKDAA.
- d) Identify and tie-up with rail / air travel agents, car- hire agencies, stationery supply, and other vendors.

KEY SOFT SKILLS:

In performing the various tasks, he / she will ensure team spirit, be accessible to all and yet maintain privacy and confidentiality.

- Logical problem-solving abilities.
- Good time management skills.
- Advanced listening, written and verbal communication skills.
- Ability to multi-task.
- Motivate the team
- Ethical behaviour.
- Good negotiation skills.
- Assist in Training and Development.