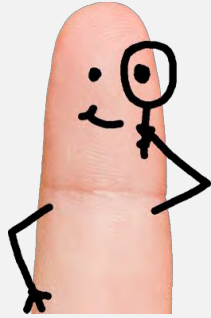


Date completed/revised: DD/MM/YYYY

Position Details

Title	Office Manager		
Reports To	Insert title, not individual's name		
Department	Administration		
Position Status	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> On-going <input type="checkbox"/> Term Term End Date (if applicable): DD/MM/YYYY		
Eligible for Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments if applicable		
Overtime Exemption Status	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
Variable Compensation	<input type="checkbox"/> Bonus <input type="checkbox"/> Commission <input type="checkbox"/> Shift Premium <input type="checkbox"/> Car Allowance <input type="checkbox"/> Not applicable		
Hours per Week	Insert actual expected hours of work per week, excluding breaks or lunch/week		
Location			
Job Classification	CUSTOMIZER: If classifications have been established, insert job categories. Below shows an example. Otherwise, delete this row <input type="checkbox"/> Clerical <input type="checkbox"/> Administrator <input type="checkbox"/> Coordinator <input type="checkbox"/> Manager <input type="checkbox"/> Director <input type="checkbox"/> VP		
Salary Range	Insert salary range, or insert: "As per Job Classification"		
Direct Reports	As of DD/MM/YYYY but subject to change, position is responsible for Insert number direct reports, as follows: ♦ Title. Insert additional bullets as required <input type="checkbox"/> Not Applicable		



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- a. Maintains and upkeeps office equipment by organizing repairs and upgrades.
- b. Orders and maintains office supplies.
- c. Coordinates with IT department to resolve computer and system problems.
- d. Liaises with landlord, insurance providers, and security, maintenance service providers, IT services providers.
- e. Follows up on maintenance agreements and contracts.
- f. Administrative duties:
 - i. Organizes appointments and meetings.
 - ii. Maintains calendars and schedules.
 - iii. Prepares and distributes correspondence.
 - iv. Answers and directs incoming calls.

3. Policies & Procedures Example 20%

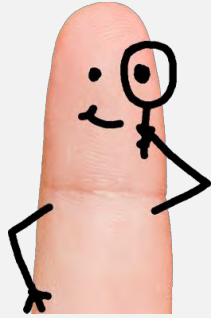
- a. Designs and implements improvements to existing procedures.
- b. Communicates new and upgraded HR policies and procedures.
- c. Ensures employee adherence to changes in policies and procedures.

4. Bookkeeping Example 20%

- a. Data entry.
- b. Monitors and records expenses.
- c. Follows up on overdue accounts.
- d. Manages petty cash.
- e. Processes accounts receivable and payable.
- f. Overall responsibility for time and absences tracking.
- g. Administers benefits.

5. Insert high-level responsibility Example 20%

- a. List key tasks associated with that responsibility
- b.
- c.
- d.



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- ♦ Listens actively.

PROBLEM SOLVING

- ♦ Assesses challenges to identify causes.
- ♦ Gathers and processes relevant information.
- ♦ Generates creative solutions and finds a way to make it work.
- ♦ Makes recommendations and/or resolves the situation.
- ♦ Acknowledges when one doesn't know something and takes steps to find the answer.

PLANNING / ORGANIZATION SKILLS / TIME MANAGEMENT

- ♦ Establishes a realistic and systematic course of action for self and others to accomplish a specific goal.
- ♦ Sets the right priorities.
- ♦ Utilizes planning and/or time management tools.
- ♦ Monitors progress and makes necessary corrections.
- ♦ Controls interruptions.
- ♦ Accomplishes work in a timely manner.

CRITICAL THINKING

- ♦ Uses methods of logical inquiry and reasoning.
- ♦ Recognizes the existence (or non-existence) of logical relationships in work.
- ♦ Tests conclusions and generalizations.
- ♦ Applies logical reasoning and considers why status quo or suggested solution won't work.
- ♦ Looks forward to understand the consequences of a situation.
- ♦ Makes connections between information and arguments.
- ♦ Analyzes how parts of a whole interact to produce outcomes in complex systems.

DRIVE FOR RESULTS / TENACITY / BIAS FOR ACTION

- ♦ Strives for results and focuses on reaching goals.
- ♦ Overcomes obstacles, pressure, difficult situations, and conflicting priorities.
- ♦ Sets high performance standards for self and others.
- ♦ Is tenacious, persistent, and resourceful.
- ♦ Translates ideas into action and execution.
- ♦ Understands how to get work done through others.



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Acknowledgement

Accepted and agreed to by:

EMPLOYEE

Employee Name	
Signature	Date

MANAGER APPROVAL

Manager Name	Manager Title
Signature	Date

NEXT LEVEL APPROVAL

All job descriptions require approval by CUSTOMIZER: Insert approval position level 1. Example: Department VP, or delete this section if not applicable.

Name	Title
Signature	Date

HR APPROVAL

All positions require review and approval by HR CUSTOMIZER: Insert HR approval level. Example: HR Manager, or delete this section if not applicable.

Name	Title
Signature	Date