

Colombia Jobs Expertini®

Office Manager Needed in Colombia

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Company: Skills Provision

Location: Colombia

Category: other-general

Skills Provision is searching for an Office Manager for a company in Colombia. Our client is a financial organisation looking for a new manager to oversee office operations and support staff.

Sector: Finance

Location: Medellin, Colombia

Position: Permanent

Salary & Benefits

\$78,000 pa

Benefits package available

The Role

Identify solutions to improve office operations

Manage office operations, including reception, supplies, record management, purchasing, scheduling, travel arrangements, mail, and deliveries

Anticipate and resolve issues and take appropriate actions to minimise their impact

Provide guidance and conduct performance appraisal process for administrative staff

Serve as back up for administrative functions

Become a “power user” of critical business software

Analyse, review, and create procedures to implement best practices

Develop and manage annual administrative budget

Be involved in special projects including strategic planning and creation/implementation of improved systems for office operations

Be responsible for effective document management and record keeping

Requirements

Degree qualified

Superb communication skills (written, verbal and interpersonal)

Confident leader and effective mentor to staff

5 — 10 years performing similar roles with increased responsibilities in fast-paced office environment with project management and supervisory responsibilities

Advanced computer skills in business office software

Effective interpersonal skills to address sensitive and confidential information and situations through consistent poise, tact, and diplomacy

Proven ability to multitask and manage various projects simultaneously through to completion

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