Populist
Cleaning Co

making life better through quality partnering

Position Profile- Office Manager

Reports to: Director of Finance and Administration

Skills and Competencies:

- Strong verbal and written communication skills, including the ability to clearly follow spoken or written instructions.
- Ability to manage office administrative duties efficiently, courteously, and professionally.
- Ability to maintain Standard Operating Procedure documentation for regular office tasks.
- Strong organizational skills and the ability to multitask effectively.
- Problem-solving ability and proactive mindset.
- Ability to handle confidential information with discretion.
- Ability to apply policies and regulations, plan and manage projects, and maintain accurate records.
- Demonstrates exceptional administrative skills.
- Maintains consistent professionalism in attendance, punctuality, and personal presentation.
- Proficient in Microsoft Office Suite, Google Docs and Sheets, Adobe Acrobat Standard, Zoom, and Teams.
- Tech savvy, with experience using computers, smartphones, and tablets.

Common tasks include but are not limited to:

- Open and close the office daily, maintaining security, alarms, and facility systems.
- Answer incoming phone calls.
- Greet and assist visitors in the office.
- Oversee daily office operations, filing systems, and general administrative needs.
- Manage office supplies, equipment, and maintain cleanliness and repair needs.
- Manage and monitor shared email inboxes.
- Coordinate office logistics, appointments, internal meetings, and conference room scheduling.
- Receive and process tenant rent payments.
- Create new forms and documents as needed.
- Fosters a positive, efficient, and productive work environment.
- Trains, guides, and oversees tasks related to Populist Cleaning Co that are assigned to the Office Assistant; performs these responsibilities during absences or when the position is vacant.
- Supports achievement of the company's monthly financial goals through effective cost-saving practices.
- Facilitate uniform orders and similar operational tasks.

Education, Certifications and/or Experience:

- High School Diploma.

- Minimum of five years of administrative experience, including customer service responsibilities and managing a broad range of office functions.

Work Environment:

- Work will be performed on-site.