

We are seeking an experienced Office Manager to be responsible for the general operation of our office. Duties will involve greeting visitors, answering incoming phone calls, purchasing and taking proper inventory, assisting with special projects from different departments.

To be successful in this position, you will need to have prior experience in office administration. You will also need to be proficient in Microsoft Office.

Responsibilities for Office Manager

- Oversee and support all administrative duties in the office and ensure that office is operating smoothly
- Manage office supplies inventory and place orders as necessary
- Perform receptionist duties: greet visitors, and answer and direct phone calls
- Receive and sort incoming mail and deliveries, and manage outgoing mail
- Manage expense reports and office budget
- Identify opportunities for process and office management improvements, and design and implement new systems
- Places orders and receives incoming shipments and ensure efficient operation.
- Responsible for maintaining accurate records of shipping and receiving related transactions. Follows-up and maintains awareness of activities and discrepancies.
- Schedules and monitors deliveries.
- Communicates efficiently and concisely over the phone, in person and through e-mail to coordinate returns, rejections and credits.
- Accurately inputs a high volume of information concerning incoming and outgoing merchandise in a timely manner.
- Checks and records the quantity of the merchandise for conformity to purchases and specifications.
- Records and reports shortages and discrepancies.
- Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research, and creating reports.

Apply

here: <https://www.ziprecruiter.com/candidate/search?radius=25&search=office+manager&location=Irving%2C+TX>