

Kate Holmes Office Manager

Dayjob Ltd
The Big Peg
Birmingham
B18 6NF
T: 0121 638 0026
E: info@dayjob.com



PERSONAL STATMENT

Kate is a reliable and very experienced Office Manager who is capable of wearing many hats and juggling multiple priorities simultaneously. She is a high calibre person who is keen to become an integral part of a growing business, and is more than able to play a vital role in the overall performance and success of any office. As a level headed person she is able to think and respond quickly to any given situation and can be relied upon to demonstrate a high degree of common sense when under pressure. Right now Kate is looking for a suitable opportunity to work with a great team of people in a company that offers room for career progression.

AREAS OF EXPERTISE

MANAGEMENT

- Knowledge of all aspects of Office Management including different departments such as Accounts, Sales and Administration.
- Commercially aware with strong profit orientation.
- Can prioritize and handle multiple tasks while meeting established deadlines.
- Ability to manage change and adapt to new procedures.
- Analysing information and evaluating results to choose the best solutions for problems.
- Ensuring office expenditure is maintained within budgeted levels.
- The ability to communicate ideas clearly and effectively both verbally and in writing.
- Liaising effectively with clients, suppliers and colleagues at all levels.
- Ensuring that proper office evacuation procedures are in place in case of a emergency situation arising.
- Ability to adapt management styles to best-fit different members of staff.
- Able to plan, prioritize and organize workloads.

PERSONAL

- Professional attitude to work and appearance.
- Can work collaboratively and communicate effectively with team members at all levels.
- Knowledge of sales and business development.
- Possessing an enthusiastic management style that keeps all staff engaged.
- Able to communicate effectively with people at all levels and from all social backgrounds.

CAREER HISTORY

Retail Company - Coventry

OFFICE MANAGER April 2009 – Present

Responsible for delegating tasks to staff as well as managing their workload, reviewing their performance and taking steps to address any shortcomings in their output.

Duties:

- Maintaining and developing an in-house administration system.
- Coordinating the hiring of new staff and organising staff HR and administrative records.
- Implementing all staff development and training needs.
- Managing all incoming invoices, processing all expenses, querying any unusual claims & assisting with any queries.
- Co-ordinating the activities of the reception, cleaning, utilities and IT.
- Maintaining the condition of the office and arranging for necessary repairs.
- Ensuring that office stationery and consumables are readily available and stocked.
- Managing the holiday and sick records of staff.

Local Council - Coventry

OFFICE SUPERVISOR June 2008 – April 2009

College - Coventry

ADMINISTRATIVE ASSISTANT May 2008 – June 2008

ACADEMIC QUALIFICATIONS

Birmingham North College	2005 - 2008	Business Management
Birmingham South School	2003 - 2005	A Levels: Maths (B) English (A) Physic (C) Geography (A)

REFERENCES – Available on request



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