

Debbie & Sheri - An **Office Manager** is a key administrative professional responsible for overseeing the daily operations of an office, ensuring efficiency, organization, and smooth workflow. This role involves managing administrative tasks, coordinating office activities, and supporting staff to maintain a productive work environment.

Key Responsibilities of an Office Manager:

- **Administrative Oversight** – Handling office operations, policies, and procedures.
- **Staff Support** – Assisting employees with administrative needs and acting as a liaison between departments.
- **Budget & Expense Management** – Monitoring office expenses, ordering supplies, and managing vendor relationships.
- **Scheduling & Coordination** – Managing meetings, appointments, and office events.
- **Record Keeping** – Maintaining files, documents, and company records.
- **Customer & Client Relations** – Handling inquiries, correspondence, and front-office duties.
- **Facility Management** – Ensuring office equipment, supplies, and workspaces are well-maintained.

Office Managers play a crucial role in keeping businesses organized and running efficiently.