

# Jason King

## Office manager resume

### PERSONAL PROFILE

A dynamic, resourceful and energetic individual who is comfortable with being the 'go to' person for anything related to the smooth running of an office. Much experienced in providing full secretarial, administrative and office management support to work colleagues in a busy office environment. Having a proactive and flexible approach to juggling many different priorities, and able to work autonomously and take ownership of all aspects of a task or project. Right now Jason is looking for a rewarding role with an exciting & forward thinking company that will allow him to fulfill his true potential.

### CAREER HISTORY

#### OFFICE MANAGER

*Local Authority*

*May 2008 - Present*

In charge of organizing, prioritising and delegating tasks effectively to ensure that all administrative work is managed competently, and in accordance with the companies changing priorities and deadlines.

#### Work duties

- Coordinating all clerical staff & utilizing office equipment effectively.
- Creating and implementing new administrative systems.
- Organising induction programmes for new staff.
- Recording office expenditure and managing its budget.
- Coordinating meeting and networking events.
- Maintaining office equipment & arranging any repairs or replacements.
- Arranging all travel and accommodation arrangements for staff.
- Ensuring that all health and safety policies are observed.
- Reporting on office performance to directors and senior managers.
- Carrying out staff appraisals, managing performance & disciplining staff.
- Ordering stationery, office equipment and furniture as required.

### KEY SKILLS AND COMPETENCIES

#### Managerial abilities

- Confident with IT and the basic office software packages (Word, Excel, PowerPoint etc).
- Comprehensive knowledge of equality and diversity issues.
- Excellent administration skills.
- Answering and resolving queries accurately, in a courteous and confident manner.
- Setting up new and effective systems and processes.
- Handling staff recruitment and appraisals.
- Dealing professionally with all correspondence, complaints and queries.

### ACADEMIC QUALIFICATIONS

BA (Hons) Business Administration  
Nuneaton North University 2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)  
Coventry Central College 2003 - 2005

**REFERENCES** – available on request

### AREAS OF EXPERTISE

*Diary management*  
*Project management*  
*Health & Safety*  
*Delegating tasks*  
*Staff reviews / training*  
*Data management*  
*Human resources*  
*Forward planning*  
*Space management*  
*Facilities management*

### PROFESSIONAL SKILLS

*Advanced First Aid*  
*French speaker*  
*German speaker*  
*Fire Marshall*

### PERSONAL SKILLS

*Time management*  
*Reliable & trustworthy*  
*Communication skills*  
*Organisational skills*  
*Making decisions*  
*Multi tasking*

### CONTACT DETAILS

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