



JOB DESCRIPTION – OFFICE MANAGER

Job Title: Office Manager

Department: Corporate and Administration

Reports To: Director of Administration

Job Overview

The Office Manager at Trendie plays a pivotal role in ensuring the seamless operation of the office environment. This position is responsible for overseeing day-to-day administrative functions, optimising office resources, and coordinating activities that foster an organised, efficient, and productive workspace. With a strong focus on leadership and strategic organisation, the Office Manager will support the company's administrative framework, creating an environment that promotes staff wellbeing and operational success.

Key Responsibilities

- **Office Operations:** Ensure smooth daily office operations by managing administrative tasks, coordinating office supplies, and overseeing facilities management. This includes maintaining an orderly and efficient office space to support productivity across departments.
- **Workspace Management:** Oversee the maintenance and functionality of office spaces, ensuring cleanliness, organisation, and efficiency. This role is integral in creating a work environment conducive to high performance and employee satisfaction.
- **Event Coordination:** Plan, organise, and execute office activities, events, meetings, and conferences. Facilitate team-building initiatives and other company functions to foster a collaborative and engaging workplace culture.
- **Budget Oversight:** Manage the office's operational budget, ensuring that all resources are utilised efficiently and cost-effectively. Track and monitor expenses to stay within budgetary constraints while maintaining the quality of office operations.

Emerald Tower, 786 Castlereagh Heights Sydney, NSW 2000 Australia 

1300 TRENDIE (1300 873 634) 

info@trendie.com.au 

www.trendie.com.au 



Trendie

- **Equipment Maintenance:** Oversee the maintenance and servicing of office equipment to ensure it remains in good working order. Coordinate repairs or replacements as necessary to minimise downtime and disruption to business operations.
- **Employee Onboarding:** Lead the onboarding process for new employees, including setting up workstations, coordinating with IT for equipment setup, and providing necessary orientation materials to ensure a smooth transition into the company.
- **Vendor Relations:** Manage relationships with external vendors, including suppliers, service providers, and contractors. Ensure all vendor services meet the organisation's standards and contribute to the smooth functioning of the office.
- **Administrative Support:** Provide high-level administrative support to executives and departments, as required. This includes managing calendars, coordinating meetings, preparing reports, and assisting with project-related administrative tasks.
- **Policy Compliance:** Ensure the office operates in accordance with company policies and procedures. This includes upholding health and safety standards, as well as ensuring compliance with all office management regulations and guidelines.

Qualifications and Experience

- **Education:** Bachelor's degree in Business Administration, Management, or a related field.
- **Experience:** A minimum of 5 years of experience in office management or a related administrative role, preferably within a corporate environment.
- **Skills:** Proficiency in office management software and the Microsoft Office Suite. Demonstrated organisational skills, time management abilities, and strong interpersonal communication. Leadership experience is highly desirable.

Emerald Tower, 786 Castlereagh Heights Sydney, NSW 2000 Australia 

1300 TRENDIE (1300 873 634) 

info@trendie.com.au 

www.trendie.com.au 



Skills and Competencies

- **Multitasking:** Proven ability to manage multiple responsibilities simultaneously, prioritising tasks effectively in a fast-paced, dynamic work environment.
- **Problem-Solving:** Strong analytical skills, with the capacity to identify and address problems swiftly and efficiently to maintain uninterrupted office operations.
- **Detail-Oriented:** A meticulous approach to tasks, ensuring that all office operations are conducted with precision and accuracy, from managing supplies to coordinating events.
- **Leadership and Teamwork:** Exceptional leadership skills with the ability to work both independently and as part of a team. Capable of motivating staff and fostering a collaborative workplace.

Working Conditions

This full-time position is based in an office environment. Occasionally, additional hours may be required to support office functions, events, or urgent operational needs. The role demands strong organisational and time management skills to effectively coordinate office activities and ensure smooth day-to-day operations.

Key Performance Indicators (KPIs)

- **Operational Efficiency:** Effectiveness in maintaining office operations and ensuring the timely completion of administrative duties.
- **Administrative Accuracy:** Precision and timeliness in managing office documentation, scheduling, and other administrative tasks.
- **Employee Satisfaction:** Positive employee feedback regarding the support provided by the Office Manager and the quality of the work environment.
- **Budget Management:** Ability to manage office resources within budgetary limits, ensuring cost-effective operations.
- **Event Coordination:** Success in planning, executing, and managing office events, activities, and functions that promote teamwork and enhance the workplace culture.



Trendie

Company Values and Culture

At Trendie, we value professionalism, organisation, and efficiency in every aspect of our business. As the Office Manager, you will play a central role in upholding these values, ensuring that the office environment reflects our commitment to excellence. Your role is essential in fostering a supportive, productive, and welcoming atmosphere for all employees.

Career Path

This role offers opportunities for professional development and career advancement. The Office Manager may progress to senior roles such as Senior Office Manager, Director of Administration, or Facilities Manager. There are also avenues to specialise in areas like corporate services, office design, or facilities management, providing diverse growth opportunities within the organisation.

Emerald Tower, 786 Castlereagh Heights Sydney, NSW 2000 Australia 

1300 TRENDIE (1300 873 634) 

info@trendie.com.au 

www.trendie.com.au 