



TMP Architecture - Job Description

Position: Office Manager
Department: Office Administration
Supervisor: President

Primary Objectives

To oversee and manage the administrative department and office functions to ensure smooth and efficient daily operations of the firm. The ideal candidate should possess a helpful and friendly "team player" attitude and a keen attention to detail. Excellent verbal communication and organizational skills are essential for this role.

Major Areas of Accountability

Administration Management

- Manage assistance and support for administrative tasks across all departments of TMP.
- Manage the front desk operations, including phone calls, conference rooms, visitors, mail processing, etc.
- Oversee the distributions, state submittal, CA submittal, and SharePoint tasks in the administrative department.
- Possess a working knowledge of every position within the department and assist and fill in as required.
- Monitor correct and consistent use of office forms and formats among all TMP personnel.
- Ensure all office typing and report deliverables are handled efficiently, and all deadlines are met.
- Supervise and assist with hospitality and event planning duties for meetings and luncheons as necessary.
- Monitor inventory needs for supplies and hospitality and manage ordering.
- Arrange all office personnel's travel needs.
- Responsible for disseminating interoffice communications.

People & Vendor Management

- Responsible for onboarding and offboarding of new firm employees.
- Responsible for hiring and training office support personnel. Responsible for termination as required.
- Arrange and manage all office maintenance services, including lawn care, window cleaning, sprinklers, snow removal, dumpsters, office cleaning, HVAC, plumbing, and more.
- Negotiate the best pricing for all office supply and service contracts.
- Responsible for receipt, invoice management, and final approval of all office-related billings.

Minimum Requirements

- **Education**
Business School Graduate/College Graduate

- **Knowledge and Skills**

- Basic knowledge of Architectural drawings preferred.
- Microsoft Office Suite (Word, Excel, Access and Outlook).
- InDesign and Photoshop experience (Adobe Creative Suite) preferred.
- Knowledge of Deltek Vision or Vantage Point Database system preferred.
- Five years' experience in Office Management Capacity.
- Excellent managerial skills. Able to deal with all types of people and situations.
- Well organized, reliable and dependable.
- Independent worker.
- Accurate and detail oriented.
- Flexible and cooperative.
- Ability to work in fast-paced and deadline-oriented environment.
- Good communication and time management skills.
- Proactive team player with a positive attitude.

Environment/Physical Demands

The physical demands of this position are a mix of sedentary and physical. There will periods of walking, kneeling, bending and lifting. There may be occasions where there is a need to lift items over 15 pounds. Other physical exertion may be required due to the routine requirements of the position.

DISCLAIMER

The above information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.