

JOB DESCRIPTION OF THE OFFICE MANAGER

Bridge is seeking the services of an organised and competent administrator to manage the financial, administrative, service contract, IT and HR functions of the office.

Experience in administrative management within a non-profit environment is desirable and applicants should have a post-matric qualification and a background in financial administration. The ability to pay good attention to detail and a track record in effectively and successfully managing an office is essential and candidates should have the ability to work independently and take decisions when necessary.

KEY AREAS OF RESPONSIBILITY

OFFICE ADMINISTRATION:

- Ensure that the office runs smoothly and that all systems are in place and are effective
- Develop and maintain good working relationships with all service providers and ensure that the service received is of an acceptable standard and that service contracts are in order
- Ensure that IT requirements of staff are met and that IT systems run smoothly
- Manage the HR administration requirement of the organisation
- Attend to all logistics and travel arrangements of the staff

FINANCIAL ADMINISTRATION:

- Ensure that all the financial month-end requirements of the organisation are met and that all invoices and statements are sent to the accountant timeously
- Keep track of the petty cash and balance it at the end of the month
- Make payments to service providers and other beneficiaries as required

DATABASE:

- Maintain and update the stakeholder database

GENERAL:

- Any other reasonable duties that may be required by the director or other members of staff from time to time to ensure the effective functioning of the office