Position: Office Manager

Job Description:

The Office Manager at Facilities Pro 4U is responsible for the efficient and effective operation of the company's office and administrative functions. Key responsibilities include:

- Managing office staff and administrative tasks.

- Overseeing office supplies and equipment maintenance.

- Coordinating administrative processes and procedures.

- Ensuring a productive and organised work environment.

Qualifications:

- Diploma of Business Administration or related field (preferred).

- Proven experience in office management.