



Prima Gold Production

<https://primagoldstudio.com/job/office-manager-soc-4141/>

Office Manager

Responsibilities

Overseeing the daily operation of the business. Assist in improving productivity of the organization. Offer counsel and direction to staff. Analysing performance, carrying out training for staff improvement. Supervise administrative staff and allocate responsibilities to ensure maximum productivity. Organize and schedule meetings, appointments, and events for the office.

Qualifications

Experience as an Office Manager or in a similar administrative role. Excellent organizational and time-management skills, strong communication and interpersonal abilities, proficiency in Microsoft Office Suite and office management software. Ability to lead and motivate a team, fostering a positive and productive work environment.

Hiring organization

Prima Gold Studio Ltd

Employment Type

Full-time

Job Location

London

Base Salary

£ 31000 - £ 38700

Date posted

July 23, 2024