



| NSW Department of Education

Office Manager

Office managers are integral to the success of any business. They keep operations running smoothly to ensure employees have the resources they need to perform their jobs effectively and everyone is working towards the company's overall success.

What office managers do

Office managers are responsible for anything that can affect the quality of life in an office. Their tasks vary depending on the industry, workplace and resources at their disposal.

Office managers oversee the purchase of new furniture and order general supplies, such as stationary, as well as specific supplies related to their industry. For example, in a medical setting, they'll order syringes, medicine and vaccinations.

A large part of an office manager's job is coordinating and motivating others to ensure everyone is working productively. They're adept at supervising employees, encouraging better work quality, delegating tasks, and keeping an eye on work completion rates. They may also resolve disputes and hire and fire employees.

Office managers understand their organisation's overall values and performance and are constantly evaluating office procedures to find new ways to maximise efficiency.

They are often the first point of contact for clients, contractors and visitors.

Will I get a job?

Moderate growth in this occupation is predicted, with 4,900 new jobs in Australia in the next four years, for a total of more than 126,000 jobs.

What will I earn?

\$1,101-\$1,350 median full-time weekly salary (before tax, excluding super).

You'll like this job if...

You have great time management and organisational skills. You're a leader, motivator and team player. You adapt easily to challenges and solve unexpected problems. You're a multi-tasker. You come up with practical solutions to problems. You're deadline orientated. You pay attention to detail. You're patient. You have good writing skills.

A day in the life...

Work as an office manager may involve these tasks:

- contribute to the planning and review of office services
- allocate human resources, space and equipment
- assign work and monitoring staff work performance
- manage records and accounts
- ensure office equipment and supplies are maintained
- ensure work complies with occupational health and safety regulations and relevant government legislation, policies and procedures
- organise transport and accommodation for employees attending meetings and conferences
- coordinate personnel activities such as hiring, promotions, performance management, payroll, training, and supervision.

VET qualifications

The following government-subsidised qualifications are available in NSW:

Certificate IV in Leadership and Management (BSB42015)

- Up to 2 years full-time
- Available as a traineeship
- Graduates employed or in further study: 94.7%*

Certificate III in Waste Management (CPP30711)

- Up to 2 years full-time
- Available as a traineeship
- Graduates employed or in further study: 87.9%*

Certificate IV in Business (BSB40215)

- Up to 2 years full-time
- Available as a traineeship
- Graduates employed or in further study: 88.6%*

Certificate IV in New Small Business (BSB42618)

- Up to 2 years full-time
- Available as a traineeship
- Graduates employed or in further study: 83.1%*

Certificate IV in Government (PSP40116)

- Up to 2 years full-time
- Available as a traineeship
- Graduates employed or in further study: 98.7%*



To find out more regarding these related jobs, visit education.nsw.gov.au/job-guides.

Roles to look for

- Office manager
- Front office manager
- Administration manager

Main employing industries

- Professional, scientific and technical services
- Health care and social assistance
- Education and training
- Rental, hiring and real estate services

Other jobs you may like...

- Contract, program and project administrator
- Practice manager

Information sources

Income: Australian Government Department of Employment, Australian Jobs Report 2017, Occupation Matrix. ANZSCO ID: 2211. Earnings can vary greatly depending on the skills and experience of the worker, and the demands of the role. Career trend: Australian Government Department of Employment 2017 employment projections to May 2022. Graduate outcomes: National Centre for Vocational Education Research. *Approximately 6 months after they completed VET.

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