

Office manager job description

Updated October 17, 2026. Written and reviewed by the HRTally Research Team. Replace everything in [brackets].

Details

- Department: [Department]
- Reports to: [Manager title]
- Location: [City, State, or remote]
- Employment type: [Full-time, part-time, or seasonal]
- FLSA status: [Exempt or nonexempt]
- Pay range: [\$X to \$Y per year]

About [Company]

[Two or three sentences about what your company does, who it serves, and why people like working here.]

Job summary

We're looking for an office manager to keep our workplace running smoothly, oversee administrative operations, and support our people, vendors, and budget.

What you'll do

- Oversee daily office operations, facilities, and vendor relationships.
- Supervise administrative staff, including hiring, scheduling, and training.
- Manage the office budget, supplies, and equipment purchases.
- Coordinate new hire onboarding logistics and help maintain employee records.
- Support payroll, benefits enrollment, and HR paperwork with [HR or finance].
- Maintain office policies, safety procedures, and emergency plans.
- Plan company events and team meetings.
- Serve as the main contact for the landlord, IT vendor, and building services.

What you'll need

- Three or more years of office administration experience, including one or more years supervising staff.
- Strong organization and budgeting skills.
- Experience with [HRIS, payroll, and accounting tools].
- Excellent communication with employees and vendors.

Nice to have

- Bachelor's degree in business or a related field.
- Experience in a growing [industry] company.
- Basic HR knowledge, such as I-9 and new hire paperwork.

Skills

Operations management, Vendor negotiation, Budgeting, People leadership, Confidentiality, Problem solving.

Physical demands and work environment

Office setting with occasional lifting up to 30 pounds and some visits to other locations.

Pay and benefits

[\$X to \$Y per year], based on experience and location. [List benefits, such as health insurance, retirement plan match, paid time off, and training.]

Equal opportunity

[Company] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law. If you need a reasonable accommodation to apply or interview, contact [name] at [email or phone].

Hiring notes for HR and the hiring manager

Pay data

- Median hourly wage: \$33.41 (BLS OEWS, May 2025, SOC 43-1011, First-line supervisors of office and administrative support workers).
- Median annual equivalent: \$69,490 (hourly median x 2,080 hours).
- Mean annual wage: \$73,490.
- Check state and metro data at bls.gov/oes before setting your range, and include the range in postings where the law requires it.

Exempt status and legal notes

FLSA status: Depends on duties. Duties and pay decide overtime eligibility, not the job title.

An office manager may be exempt under the executive exemption if they manage the office as a department, direct two or more full-time employees, and have input on hiring and firing, or under the administrative exemption if the role involves significant independent judgment. A single-person office manager whose work is mostly clerical is often nonexempt. Office managers who handle I-9 forms should be trained on E-Verify and anti-discrimination rules.

How to customize it

- Say whether the role supervises staff, and how many.
- List any HR or payroll duties clearly.
- State how many offices or locations are covered.
- Describe the company size and growth stage.

Interview questions

1. Tell me about a vendor contract you renegotiated.
2. How do you prioritize when facilities, HR, and finance all need something today?
3. How would you build an office budget from scratch?
4. Tell me about a time you handled a sensitive employee issue.

Before you post

- Separate required from preferred. Required means you won't hire without it. Everything else is preferred. Long required lists screen out qualified people.
- Describe physical demands and environment. Lifting, standing, shifts, travel, noise, temperature. This sets honest expectations and supports an ADA essential functions record.

- State the pay range. Required in a growing list of states and cities, and expected by candidates everywhere else.
- Say exempt or nonexempt. Decide based on duties and salary before you post, and keep the classification consistent with how you pay.
- Name required licenses and checks. Licenses, certifications, background checks, drug tests, and driving record reviews, with the timing of each.
- Add the accommodation and EEO statement. Tell candidates how to request a reasonable accommodation, and include your equal opportunity statement.

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