

Brian Mills

Office manager

AREAS OF EXPERTISE

Office administration

IT skills

Health & safety

Equality & Diversity issues

Chairing meetings

Staff performance

Budget control

PROFESSIONAL

RSAIL

First Aid qualified

PERSONAL SKILLS

Leadership ability

Pro-active

Communication and team working skills.

Able to delegate

PERSONAL DETAILS

*Brian Mills
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Coventry
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DOB: 12/09/1985

Driving license: Yes

Nationality: British

PERSONAL SUMMARY

A highly-organised administrator with proven office management skills and lots of initiative. Able to deal with people at all levels and capable of ensuring the office runs like clockwork. Experience of organising and supervising of the administrative activities in a busy office environment, all within budget and to tight timescales.

Knowledge of using a range of office software, including email, spreadsheets and databases. Currently looking for a suitable office managers position with a reputable company.

WORK EXPERIENCE

Barkley Car Supplies Company – Coventry

OFFICE MANAGER June 2008 - Present

Overall responsibility for the smooth running of the office. Making sure that all office systems are managed and maintained, including Staff Recruitment Files; Stationery Log and Stock Checks; Uniform Sales; Petty Cash; and Client Files.

Duties:

- Producing documents, briefing papers, reports and presentations.
- Experience of managing a team of up to 10 staff members.
- Organising and maintaining diaries and making appointments.
- Staff administration including holiday and sickness tracking.
- Assisting with the preparation of the monthly management accounts.
- Monitoring of staff timesheets time in lieu and holidays.
- Organising meetings and ensuring senior managers are well prepared for them.
- Maintaining & developing the office filing systems both on paper and computer.
- To identify, plan and execute implementation of new business streams.
- Ensuring that any concerns or complaints are dealt with appropriately.
- Involved with recruitment; dealing with ad responses, sourcing potential candidates and arranging interview's.

KEY SKILLS AND COMPETENCIES

- Leading by example, providing clear management and leadership.
- Good office management skills and computing skills.
- Organising maintenance of systems, document records, space management, etc.
- Self motivated with the ability to work on your own initiative.
- Ability to come up with own ideas to take the company forward.
- Experience of forward planning and team management.
- Can coordinate external recruitment and manage temps.
- Able to motivate a team and have excellent people management skills.
- Experience of managing the updating and maintaining of the company website.
- Report monthly on office progress, identifying areas of concern or improvement.

ACADEMIC QUALIFICATIONS

Foundation Degree in Business and Management

Nuneaton University 2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)

Coventry Central College 2003 - 2005

REFERENCES – Available on request.

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