

Office Manager

Office managers organise and control the functions and resources of offices such as administrative systems and office personnel.

Job title examples



- Office Manager / Front Office Manager
- Administration Manager

Other jobs in this field of work

What office managers do



- contribute to the planning and review of office services, and set priorities and office service standards
- allocate human resources, space and equipment
- assign work to and monitor work performance of staff
- manage records and accounts of the office
- liaise with professionals to coordinate office business and to facilitate resolution of problems
- ensure office equipment and supplies are maintained
- ensure compliance with occupational health and safety regulations
- ensure work complies with relevant government legislation, policies and procedures
- coordinate personnel activities such as hiring, promotions, performance management, payroll, training and supervision

Main employing industries



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

Qualifications



The following government subsidised qualifications are available in NSW:

Certificate IV in Leadership and Management available as a traineeship or qualification

Certificate IV in New Small Business available as a traineeship or qualification

Certificate IV in Waste Management available as a traineeship or qualification

Certificate IV in Government available as a traineeship or qualification

Course fees: You may be eligible for government subsidised training under Smart and Skilled. Go to the [Course Finder](#) to find training in your area, estimate your fee and find a training provider.

Job prospects and pay



- There are around 44,739 office managers working in NSW.
- Over the next four years, employment in this occupation is expected to remain stable in NSW.

Average weekly full time earnings (before tax):

- Office managers: \$1,225
- All occupations: \$1,200

Related jobs



- Practice manager
- Contract, program and project administrator

To find out more about other jobs, visit the [Job Guides Homepage](#).

Information sources

Occupations: Australian Bureau of Statistics, Australian and New Zealand Standard Classification of Occupations, 1220.0

Employment: Australian Bureau of Statistics, Labour Force, Australia, Detailed, Quarterly, 6291.0.55.003

Skills shortages: Department of Employment, Skill Shortage List NSW 2015-16

Job prospects: Centre of Policy Studies (CoPS), Victoria University, Employment Forecast Data for NSW 2015/16 to 2022/23

Earnings: Department of Employment, joboutlook.gov.au, based on ABS Characteristics of Employment Survey, August 2014