# Office Manager CV Template

**Name:**

**Address:**

**Telephone number:**

**Email address:**

Firstly, your CV should have all of your personal details on it – name, address, contact number and email address, so companies can quickly see how to contact you and see your location.

#### Personal Profile

Personal statements are a very good way to make your CV stand out. This should include a brief overview of your skills, experience and what you are looking for in your next role. Don’t make it too chatty and make it relevant to the type of roles that you are applying for, highlighting your skills such as time management, being a good team player, attention to detail and computer skills. Try to keep this section to below 150 words.

#### Business & Professional Skills

If you have completed a specific admin course or received a professional qualification which is relevant to the role you are applying for, insert here.

#### Education & Qualifications

In this section, you should list your education, stating the most recent and highest level first. For example, university name, subject and grade followed by the name of the school or college and any qualifications gained. Try to avoid listing every qualification you have ever received if they are not relevant to your job search.

#### Employment History

Your work experience is the most important section of your CV and must be listed one role at a time. Employers often quickly scan CVs and look for relevant company names and industry sectors, job titles and length of service within each company. A CV that shows you have moved jobs a lot will not create a good first impression, so if you have worked in several roles within one company it is a good idea to list each job title under the one company name. This also shows you have progressed internally which is also a good sign to future employers.

If you are at the early stages of your career, think of any additional transferable skills that you may have acquired along the way whilst working during a gap year or voluntary projects, such as teamwork or client-facing skills.

Show your duties in bullet point format so they are easy to scan and try to keep it to the point.

**For example:**

Oriel Partners (Recruitment) June 2018 – Present

Office Manager

**Responsibilities**

* + - Overseeing the day to day smooth running of the office
		- Managing the office budget
		- Arranging catering for meetings and events
		- Managing office supplies
		- Liaising with suppliers such as IT and cleaning staff
		- Handling any facility issues
		- Being responsible for Health and Safety and fire regulations within the office
		- Managing expenses, invoices and the company credit card
		- Inducting new starters
		- Interviewing potential new employees
		- Assisting HR with appraisals and reviews
		- Ensuring payroll is kept up to date
		- Managing subscriptions
		- Ensuring all staff have building access
		- Managing the front of house and admin team
		- Negotiating insurance contracts
		- Providing cover for the reception team if required
		- Reporting for the senior management team

#### Achievements

Here, include any special achievements. For example, if you were a School Captain and sporting achievements that show leadership and team playing skills, or awards won in the workplace. Perhaps any voluntary work you have carried out, or challenges you have succeeded in. This is particularly important if you are still at the start of your career and your employment history is limited.

#### References Available Upon Request