

Office Manager

Office managers make sure that offices run smoothly. They organise and supervise the work of staff in the office. They are sometimes known as administration managers.

The Work

You could be:

- supervising the day to day work of the office and its staff
- setting up office procedures and systems
- allocating work to administrative staff
- working with other staff to sort out problems
- managing office budgets and payroll systems
- introducing new technology to the office
- writing and distributing reports and emails to staff
- arranging meetings and discussing business with senior staff
- taking on new staff and organising staff training.

Pay

The figures below are only a guide. Actual pay rates may vary, depending on:

- where you work
- the size of company or organisation you work for
- the demand for the job.

Starting salaries for office manager jobs tend to be in the range of £23,300 to £27,100 a year. Experienced office managers in large organisations may be able to earn up to £45,000 a year or more.

Conditions

- Office managers are employed in a wide variety of organisations in industry, commerce, local and central government and other public services.
- You would work in the office you are responsible for.
- Your hours would normally be regular, 9.00am-5.00pm, Monday to Friday, although in some sectors, such as engineering and manufacturing, hours can vary.
- However, sometimes you might have to start work early and to attend some evening meetings.
- You may have to work under pressure and meet deadlines.

Getting In

- Some entrants are graduates, with some relevant experience.
- You might be able to work your way up from being an administrative assistant, with part time study for an SVQ, NC or NQ (SCQF Levels 4-6) or HNC (SCQF Level 7) in Business and Administration or a similar subject.

- You might get in through a Modern or Technical Apprenticeship in Business and Administration and work your way up.
- As an alternative, you could take an HNC or HND (SCQF Level 8) or a degree (SCQF Levels 9-10) in administration or business studies before entering your first job.
- You need 1-2 Highers for entry to an HNC or HND and 3-5 Highers for a degree.
- You would need previous work experience in an office, usually in a supervisory job.
- You need good IT skills.

What Does It Take

You should be able to:

- make decisions and deal with unexpected situations
- deal with several tasks at once
- work in a team
- give and receive helpful criticism
- remain calm, even when very busy.

You should have:

- good IT skills
- leadership skills
- confidence and assertiveness
- tact and diplomacy
- good organisational skills
- willingness to take responsibility.

Training

- If you do a Modern Apprenticeship, you would complete an SVQ in Business and Administration at SCQF Level 5 and 6. A Technical Apprenticeship is available at SCQF Level 8.
- Training is usually on the job, sometimes through a company training scheme.
- You could do courses in health and safety, supervisory management, project management or relevant advanced IT.
- If you do not have a formal qualification such as SVQ, HNC, HND or degree, you could study part time for one while you are working.
- Professional bodies such as the [Institute of Administrative Management](#) (IAM) also offer a range of Certificate, Diploma and other advanced courses on a part time or distance learning basis.
- Office managers with responsibility for personnel or finance may study for relevant professional qualifications.

Getting On

- You could move on to become an office manager in a larger company.
- You may also be able to move into a specialised manager's job or to become a general manager.

Statistics

Employment Status : Not available this career.

Past Unemployment - Scotland

No Claimant statistics available for Scotland.

Predicted Employment Statistics : Not available this career.