

## 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 memos 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 £42,000 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, usually with at least 2 years' 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 matters 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.

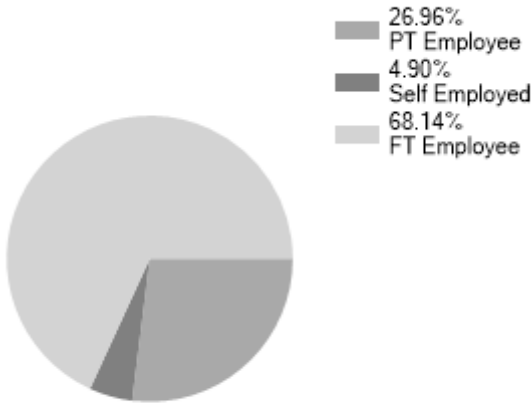
## Getting On

- 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 UK %

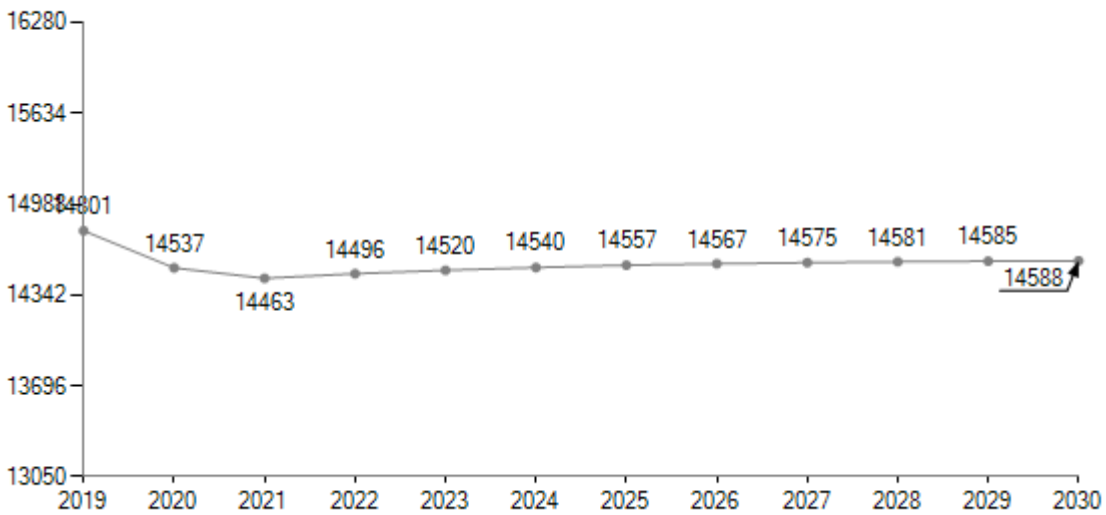


Past Unemployment - Scotland

No statistics available for Scotland.

LMI data powered by [LMI for All](#)

Predicted Employment in Scotland



LMI data powered by [EMSI UK](#)