Ashford Business Services Ltd

Job Description Template

Writing job descriptions that attract the right applicants: purpose, duties, skills, reporting line, and terms, in one consistent format.

Role purpose

The **Office Manager** keeps **Outcome the role delivers as agreed at the meeting.** running smoothly for **Team**. Success in the first year looks like **what success looks like**.

This role sits in **Team** and works daily with **teams worked with**.

Key responsibilities

Duty	% of time
Example: Manage reception and visitor sign-in	30%
Example: Order and track office supplies against minimum stock levels	20%

Required skills and experience

Must have	Nice to have
Example: 2 years in an office administration role	Experience with a booking or HR system
Example: Clear written and spoken English; confident on the phone	Basic spreadsheet skills for stock and budget tracking

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Must have	Nice to have

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Reporting line and team

Field	Entry
Manager job title	**Office Manager**
Team size	
Manages (number of people)	
Works daily with	
Covers for during leave	

Terms and working arrangements

Field	Entry
Working hours	
Working days	
Office location	**Boardroom, 12 Church Street, Birmingham**
Remote days	
Contract type	**Contract type**
Salary band	**£45.00**
Notice period	
Annual leave days	
Benefits	
Closing date	**9 November 2026**
Hiring stages	

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Completion checklist

✓	Check
	Purpose, duties, skills, reporting line, and terms are all filled in - no section left blank.
	Must-have skills are genuinely required on day one.
	Salary band, location, hours, and closing date are stated.

Document	Job Description Template
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