

Career of the week



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Office Manager

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Office managers oversee the day-to-day running of an office or department.

Entry routes:

You'll usually need management experience to get into this type of work. You may be able to start as an office supervisor or assistant within a company, then move up through training and promotion.

Some employers offer graduate training schemes. A degree in any subject may be acceptable but business management, business studies or business administration may give you an advantage.

You could get into this job through an apprenticeship.

Office managers average salary:
£37,402

Working hours: You'll usually work about 40 hours a week. You may be on call if you're a keyholder for the office.

Administrative occupations:

UK growth: 1.9% increase in 59,270 jobs from 2020-2035

West Midlands growth: 4.3% increase of 12,345 jobs from 2020-2035

Character virtues

responsibility, respect, resilience, compassion

Key words

policy, procedure, process, control, support, appraisal, budget, host, attend, performance, report, presentation