



The Ultimate Guide to Becoming a New Office Manager

It's very easy to have grand plans for your office and quickly get too caught up in BAU, here is our list of ways to become an invaluable Office Manager for your team.

The quicker you can get things implemented and automated the easier your job will be in the future

Order plant for your office - Plants literally breathe fresh air into an office purchasing some or getting a service that provides them can be an awesome quick win!

Set up a weekly team game for your team - The sooner you put these in the quicker you can set a new standard of office events, and it can be as short as 15 minutes

Set up a recurring Monthly larger team event - Give your team something to look forward to for the month

Set up a recurring quarterly team event - This can even be tied to reaching a target or goal

Get some posters for around the office to brighten up the place - These can be motivational or to encourage positive actions around the office

Look for some quick wins around the office - Nicer coffee, fresh fruit, the small things that can have a big impact

Introduce yourself to the Building Manager/Landlord - Let your Building Manager/Landlord know that you are the new point of contact and be friendly

Set up compost for your office - If you have a small office a Bokashi bin can be the best way to go (and just feed the liquid to your plants) - if not find the staff member with the greenest thumbs to take it home

Set up a Birthday Calendar - Have a stockpile of birthday cards ready so that you don't have to rush each time (or even better, save paper and have a digital card for everyone around the office to sign)

Set calendar notifications for any recurring office maintenance - E.g. if you need a watercooler serviced, fire alarms tested or Health and Safety meetings, put in notifications a week before and then the day of so you have plenty of time to prepare

Put any recurring staff meetings in the calendar as soon as possible - Fitting into your team's calendars the week before can be a nightmare, get prepared and book meetings as far in advance if you can. Pro-tip - if you end up having important meetings pop-up every month or so, put them in and decide the agenda later. If you don't end up needing it, your team will be happy to get their time back.

Create a checklist for any new starters - Items to include: Dietary requirements, Preferred stationery, Birthday etc

Create welcome packs for new starters - This will help make new staff feel comfortable and excited in their new role and let them know you're there to help